



Accordent PresenterPRO v. 6.1  
User's Manual

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## 1. Introducing Accordent PresenterPRO, v.6.1

### 1.1 Introducing Accordent PresenterPRO

Accordent PresenterPRO v6.1 is an enterprise-grade, software-based authoring tool that enables organizations to create professional, multimedia presentations around live or on demand streaming media. Whether your goal is to communicate with co-workers, clients, students, shareholders or others, Accordent PresenterPRO provides all of the tools needed to create and publish interactive presentations to the Web, a CD ROM or to a file server.

Accordent PresenterPRO includes five components. The application itself comprises the Presentation Wizard, the Presentation Manager and the Archive Wizard. The Accordent PresenterPRO Encoder-Controller and Accordent PowerPoint Add-In are separate applications and are typically installed on a different machine than Accordent PresenterPRO.

The **Presentation Wizard** is an easy-to-use authoring tool that is used to prepare a presentation, including importing slides, choosing the functionality that will be included in the presentation, and choosing and customizing an interface.

The **Presentation Manager** is used to manage a live presentation, including the publishing of slides and URLs, as well as interactive elements such as polling and moderated Q&A.

The **Archive Wizard** is used to edit (a presentation and publish the presentation for on demand use.

The **Accordent Accordent PresenterPRO Encoder Controller** (“PE-Controller”) is used to launch one or more encoders when the presentation is going to be delivered in-band. i.e. streaming and synchronized content are bound at the encoder prior to delivery.

The **Accordent PowerPoint Add-In** is used in conjunction with Accordent PresenterPRO and enables a presenter to control the synchronization of slides from a remote computer (e.g. From a presenter’s laptop).

This User’s Manual will explain how the Presentation Wizard, Presentation Manager, Archive Wizard, PE-Controller and the Accordent PowerPoint Add-In will help you create and publish superior presentations with unprecedented ease and efficiency.

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## 2. System Requirements

### 2.1 System Requirements for Accordent PresenterPRO

In order to successfully operate Accordent PresenterPRO, the following system requirements must be met.

#### Hardware

- Pentium IV or higher
- 512 MB or more RAM
- 500 MB free disk space
- Web Server
- Streaming Media Server or outsourced encoding solution
- Video Camera
- Screen Resolution of 1024 x 768 or better

#### Presenter Software

- Microsoft Windows XP Pro
- Microsoft Internet Explorer 6 or higher
- Microsoft PowerPoint 2003 or higher
- Screen Resolution of 1024 x 768 or better

#### Viewer Requirements

- Windows Media Player version 6 or higher (for viewing video encoded in Windows Media)
- Real Player G2 or higher (for viewing video encoded in Real Media)
- Microsoft or Macintosh OS-compatible (IE, Firefox)

# 3

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## 3. Installation & Registration

### 3.1 Installation & Registration Overview

Accordent PresenterPRO, the PE-Controller and the Accordent PowerPoint Add-In are included together on the same installation disc or electronic link. As soon as the installation disc is inserted or the download link is clicked, a prompt will ask which application(s) should be installed.

Since you may want Accordent PresenterPRO, the PE Controller and the Accordent PowerPoint Add-In to be installed on different machines, it is important to select only the application(s) that you want installed on a particular machine.

An Internet connection is required to install Accordent PresenterPRO, the PE-Controller and the Accordent PowerPoint Add-In.

### 3.2 Installing & Registering Accordent PresenterPRO

**After closing all open programs**, follow the steps below to install Accordent PresenterPRO.

1. If you are installing Accordent PresenterPRO via disc, insert the **Accordent PresenterPRO** installation disc into the CD-ROM drive. Open the “**My Computer**” folder. *Double-click* the CD-ROM drive icon.

If you are using an electronic link to install Accordent PresenterPRO, *click **Open*** on the “File Download” screen to begin the installation process. To complete the process, follow the steps below:

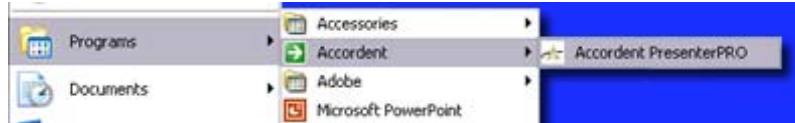
2. When the Welcome screen appears, *click **Next***.
3. On the Destination Location screen, either select a location for Accordent PresenterPRO using the Browse button or use the default setting and *click **Next***.
4. On the Select Components screen, *select **PresenterPRO** and **click Next***. (You may also select “Manuals” if you would like a digital copy of the Accordent PresenterPRO manuals on the same machine).
5. On the Start Installation screen, *click **Next***. Accordent PresenterPRO will begin installing.



6. As soon as Accordent PresenterPRO is installed, the Successful Installation screen will appear. *Click **Finish**.*

Once Accordent PresenterPRO has been installed, the “Presentation Wizard,” “Presentation Manager” and the “Archive Wizard” can each be launched from the Accordent PresenterPRO menu. To access the Accordent PresenterPRO menu, first *click* the desktop Start menu. Next, *click **Programs/Accordent/ Accordent PresenterPRO*** (See Figure 3-1).

**Fig. 3-1**



If Accordent PresenterPRO is being launched *for the first time*, the Accordent End User License Agreement will appear (See Figure 3-2). Once you have read the agreement, *click **I Agree***.

**Fig. 3-2**



After clicking “I Agree,” the product “Registration” page will appear (See Figure 3-3).

**Fig. 3-3**

A screenshot of the 'Accordent PresenterPRO' Electronic User Registration window. The window title is 'Accordent PresenterPRO'. It features the Accordent Technologies logo and copyright information: 'Copyright © 1999-2008 Accordent Technologies, Inc. All rights reserved.' The registration form includes fields for: First Name, Last Name, Company, Address, Street, City, State, Zip, Country, Phone #, Email, and Serial #. The 'First Name', 'Last Name', 'City', 'State', 'Zip', 'Country', 'Email', and 'Serial #' fields are marked with a red asterisk to indicate they are required. There is a checkbox for 'I would like to receive email updates from Accordent.' At the bottom, there are four buttons: 'Proxy Settings', 'Register', 'Test', and 'Quit'.

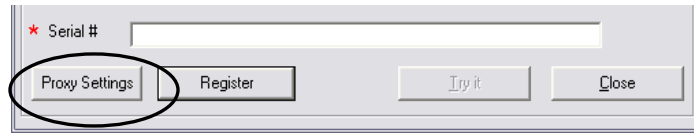
**Note:**

Required fields are indicated with a red asterisk.

An Internet connection is required to register Accordent PresenterPRO. If a firewall or proxy server is in place, it may be necessary to use a specific server

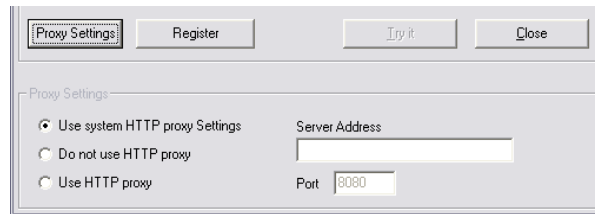
and port to register Accordent PresenterPRO. To access the Proxy Settings, *click Proxy Settings* (See Figure 3-4).

**Fig. 3-4**



The Proxy Settings fields will appear (See Figure 3-5).

**Fig. 3-5**

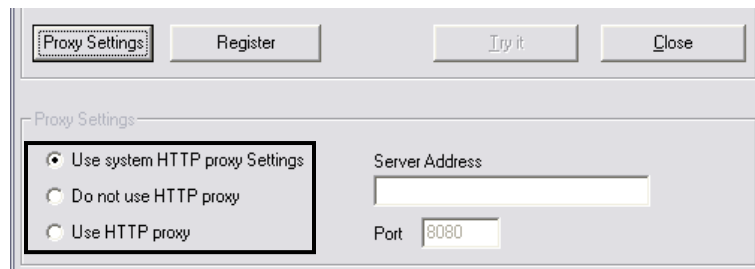


The “Proxy Settings” fields provide the following options:

- **System HTTP Proxy Settings:** the System HTTP proxy settings are the default system proxy settings setup by Internet Explorer
- **No HTTP Proxy:** no HTTP Proxy creates a direct connection to the Internet and should be used when no proxy is in place
- **HTTP Proxy:** the HTTP proxy is a custom proxy and the server location must be specified. If the custom proxy will not be using Port 8080, it is also necessary to include the port that will be used.

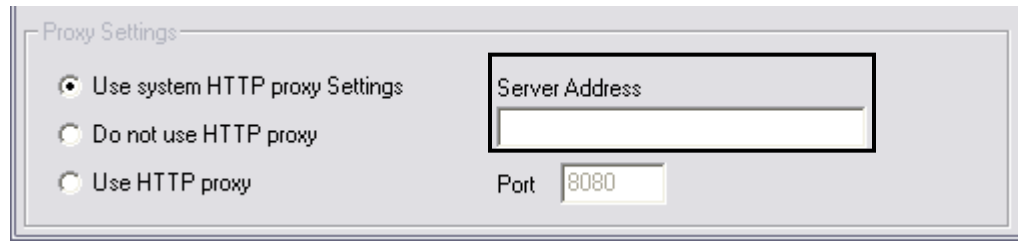
On the Proxy Settings screen, *highlight* the desired proxy setting (See Figure 3-6).

**Fig. 3-6**



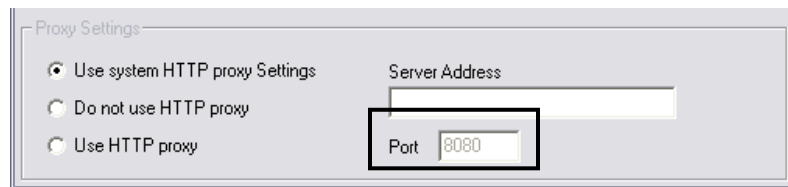
If “Use HTTP Proxy” was highlighted, *enter* the server location for the custom proxy server in the “Server Address” field (See Figure 3-7).

**Fig. 3-7**



If the HTTP proxy server will not be using Port 8080, *enter* the desired port in the “Port” field (See Figure 3-8).

**Fig. 3-8**



After completing the fields on the “Registration” page, *click* **Register** and the Accordent PresenterPRO menu will appear (See Figure 3-9).

**Fig. 3-9**



### 3.3 Installing the PE-Controller

**Important:** The PE-Controller should be installed on the encoder machine, which may be different from the workstation on which Accordent PresenterPRO is installed.

1. Insert the **Accordent PresenterPRO** installation disc into the CD-ROM drive. Open the “**My Computer**” folder & *double-click* the CD-ROM drive icon.

If you are installing Accordent PresenterPRO via electronic link, *click* **Open** on the File Download screen and, after the application has been downloaded, use the following instructions:

2. When the Welcome screen appears, *click* **Next**.
3. On the Destination Location screen, either select a location for the PE-Controller using the Browse button or use the default setting and *click* **Next**.
4. On the Select Components screen, *select* **PE-Controller** and *click* **Next**.
5. On the Start Installation screen, *click* **Next**.
6. When complete, the Successful Installation screen will appear. *Click* **Finish**.

Once installed, the PE-Controller can be registered by *launching* the PE-Controller by either i) using the Start menu or ii) double-clicking the PE-Controller icon on the desktop. The PE-Controller Registration screen will appear (See Figure 3-10).

**Fig. 3-10**



After completing the fields on the “Registration” page, *click* **Register**. The PE-Controller will appear (See Figure 3-11).

**Fig. 3-11**



### 3.4 Installing the Accordent PowerPoint Add-In

Important: The Accordent PowerPoint Add-In should be installed on a different computer than the machine on which Accordent PresenterPRO is installed as the Add-In is designed to enable a remote machine to synchronize slides without having Accordent PresenterPRO installed.

1. Insert the **Accordent PresenterPRO** installation disc into the CD-ROM drive. Open the “**My Computer**” folder & *double-click* the CD-ROM drive icon.

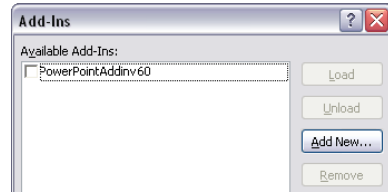
If you are installing Accordent PresenterPRO via electronic link, *click* **Open** on the File Download screen and, after the application has been downloaded, use the following instructions.

2. When the Welcome screen appears, *click* **Next**.
3. On the Destination Location screen, either select a location for the Accordent PowerPoint Add-In using the Browse button or use the default setting and *click* **Next**.
4. On the Select Components screen, *select* **PowerPoint Add-In** and *click* **Next**.
5. On the Start Installation screen, *click* **Next**. The Accordent PowerPoint Add-In will begin installing.
6. When complete, the Successful Installation screen will appear. *Click* **Finish**.

Once installed, the Accordent PowerPoint Add-In can be registered and activated by *launching* **Microsoft PowerPoint** (“PowerPoint”).

In PowerPoint, *highlight* the **Tools** drop-down menu and *select* **Add-Ins**. The Add-Ins menu will appear (See Figure 3-12).

**Fig. 3-12**



**Important:**

Macro security must be set to medium or low or the Accordent PowerPoint Add-In will not install.

In the Add-Ins screen *select* **Accordentv6.0** and *click* **Close**.

Next, *highlight* the **Tools** drop-down menu and *select* **Add-Ins Options**. The Accordent PowerPoint Add-Ins Registration screen will appear (See Figure 3-13).

**Fig. 3-13**



After completing the fields on the “Registration” page, *click* **Register** and the Accordent PowerPoint Add-In will appear (See Figure 3-14).

**Fig. 3-14**



# 4

## 4. Using The Presentation Wizard

### 4.1 Presentation Wizard Overview

The Presentation Wizard is used to prepare a presentation and to configure the presentation for live or on demand distribution. Among other tasks, the Presentation Wizard is used to:

- Import Microsoft PowerPoint slides and convert the slides for distribution over the Internet
- Choose an interface in which the presentation will be displayed that determines both the look and feel as well as the functionality, such as polling and closed captioning, that will be included in a presentation
- Provide server locations for the streaming and non-streaming assets that will be distributed during the presentation if the presentation is being published to the Web

Many of the functions included in the Presentation Wizard are optional and affect the layout and aesthetics of the presentation interface. The **Example Interface** (below) can be used as a reference when deciding what functionality to include.

### Example Interface

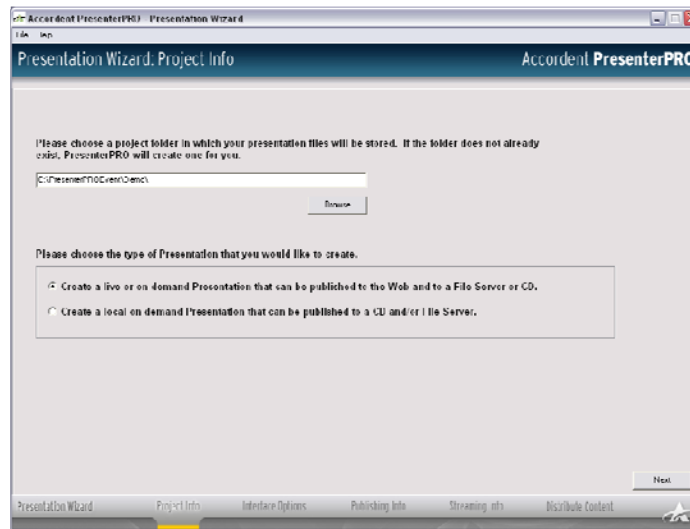
The screenshot shows a web browser window titled "Accordent Presentation - Microsoft Internet Explorer". The interface features a top navigation bar with the "ACCORDENT" logo. The main content area is divided into two panes: the left pane displays a video player with a "Presentation details" section below it, and the right pane shows a list of presentation topics. At the bottom, there is an "Email A Question" section with input fields for email address and question. Arrows point from text labels to specific interface elements:

- Logo/URL**: An optional branded logo and URL can be added to the interface. (Points to the Accordent logo in the top bar)
- Audio/Video**: (Points to the video player in the left pane)
- Slides**: The slide window also can contain URLs. (Points to the right pane)
- Slide Navigation**: Slide navigation can be included at the Presenter's discretion. (Points to the navigation controls at the bottom of the right pane)
- Email Presenter**: Enable the audience to email questions and comments to the presenter. (Points to the "Email A Question" section)
- Titles & Text**: Customize the interface with titles and sub-titles text e.g speaker title & bios. (Points to the "Presentation details" section)

### 4.2 Using the Presentation Wizard

When the Presentation Wizard is first launched, the "General Information" page will be displayed (See Figure 4-1).

**Fig. 4-1**



Displayed at the bottom of the Presentation Wizard is step-by-step guide to the tasks that should be completed (See Figure 4-2).

**Fig. 4-2**



Once a step is completed, the next step can be accessed by *clicking Next* on the bottom-right of the Presentation Wizard.

### 4.3 Project Info Page

The “Project Info” page is used to create a local project directory in which presentation assets will be stored prior to merging the presentation with live or on demand streaming media. These presentation assets include, among other information, the Microsoft PowerPoint slides that have been converted to jpegs or gifs, the interface in which the presentation will be displayed and all media locations.

The “Project Info” page also is used to specify whether a presentation will be published to the Web and to a CD directory/file server, or to a CD directory/file server only. Depending on which option is selected, the Presentation Wizard will include only the steps required to prepare the presentation for the desired publishing point(s).

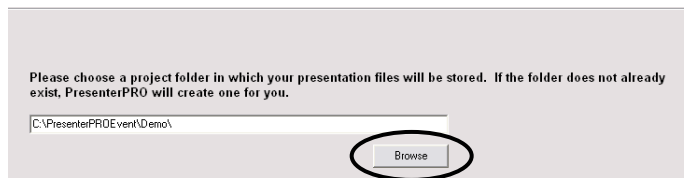


### 4.3.1 Creating A Project Directory

To create a project directory, either:

- Enter a directory name in the “Project Directory” field (proceed to Section 4.3.2 - Selecting A Publishing Point - below) or
- Browse for a project directory by *clicking* **Browse** (See Figure 4-3).

**Fig. 4-3**

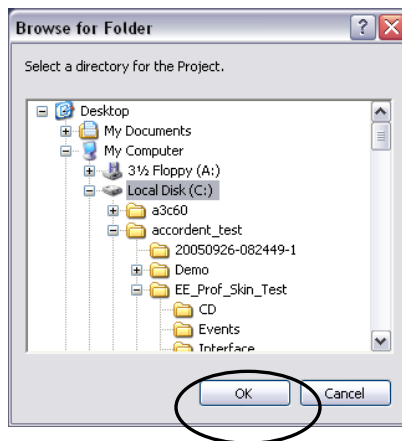


Note:

If the project directory did not formerly exist, Accordent PresenterPRO will automatically create it.

Use the “Browse” window to locate the directory (See Figure 4-4).

**Fig. 4-4**

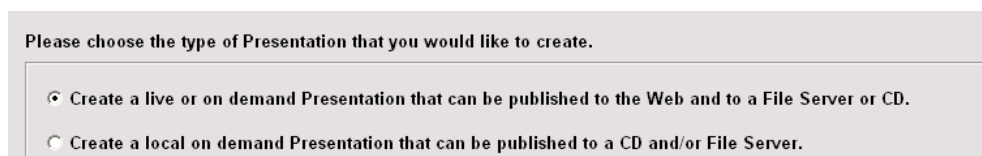


*Highlight* the desired directory and *click* **OK**. The directory location will appear in the “File Location” field in the Presentation Wizard.

### 4.3.2 Selecting A Publishing Type

The “Project Info” page enables the presenter to determine whether the presentation will be published to both the Web and a CD/File Server, or to a CD/File Server only (See Figure 4-5).

**Fig. 4-5**

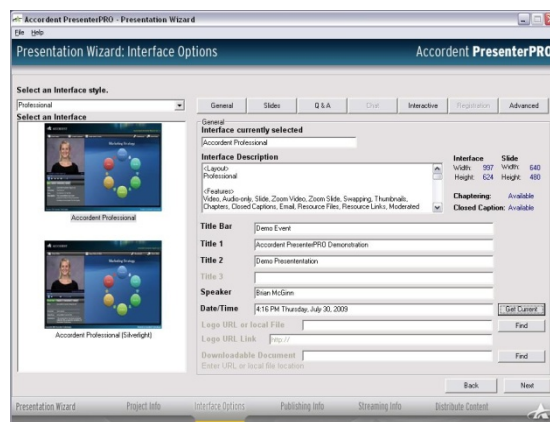


Selecting CD and/or File Server only will simplify the presentation creation process and remove several steps from the Presentation Wizard - specifically the “Streaming Info” and “Publishing Info” pages that must be completed when publishing a presentation to the Web.

Note: If it is uncertain whether a presentation will be published to the Web and/or a CD/File Server, it is advisable to select the Web and CD field.

Once the publishing destination has been selected, *click Next*. The “Interface Options” page will appear (See Figure 4-6).

**Fig. 4-6**



## 4.4 Interface Options Page

The “Interface Options” page contains all the template interfaces that are included with Accordent PresenterPRO, as well as those that may have been subsequently added to the interface directory. Each template may include unique functionality and have a unique look, depending upon how the template has been defined.

When a template is selected, the fields on the “General” screen and the buttons across the top of the “Interface Options” page, will either be bold or grayed out (See Figure 4-7), indicating the functionality and features that are included in the selected interface.

**Fig. 4-7**

General   Slides   Q & A   Chat   Interactive   Registration   Advanced

General  
Interface currently selected  
Professional

Interface Description  
Professional  
<Features> Video, Slides, Email, Chaptering  
<Slide Size> 640 X 480 pixels  
<Video Low> w:320 X 240  
<Video Med> w:320 X 240  
<Video High> w:320 X 240

Interface	Slide
Width: 1012	Width: 640
Height: 684	Height: 480

Chaptering: Available  
Closed Caption: N/A

Title Bar: Demo Event  
Title 1:  
Title 2:  
Title 3:  
Speaker:  
Date/Time:  
Logo URL or local File:  
Logo URL Link: http://  
Downloadable Document:  
Enter URL or local file location

Get Current  
Find  
Find

In addition to a video/audio window, a template interface may include:

#### **General**

- The ability to add titles and sub-titles to the interface
- The ability to add speaker and date/time information to the interface
- The ability to add branded logos and links to the interface
- The ability to add downloadable documents to the interface
- Chaptering
- Closed captioning

#### **Slides**

- The ability to import one or more PowerPoint or PDF files
- The ability to convert slides to jpeg or gif format
- The ability to display slide titles
- The ability to enable the audience to navigate slides

#### **Q&A**

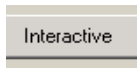
- The ability to include “Email the Presenter” functionality
- The ability to include moderated Question & Answer

#### **Chat**

- The ability to include the chat solution that is included in Accordent PresenterPRO

- The ability to include a custom chat solution

#### Interactive



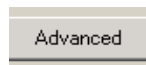
- The ability to include polling
- The ability to include trivia
- The ability to include facts

#### Registration



- The ability to include a custom registration page that can be password and ID protected
- The ability to include a registration page that will log attendees

#### Advanced Features



- The ability to add e.g. download PowerPoint presentation

### 4.4.1 Selecting An Interface

On the left side of the “Interface Options” page is the “Interface Template” window (See Figure 4-8) that contains several interface styles.

**Fig. 4-8**



Use the “Interface Style” drop-down menu to select an interface style (See Figure 4-9).

**Fig. 4-9**



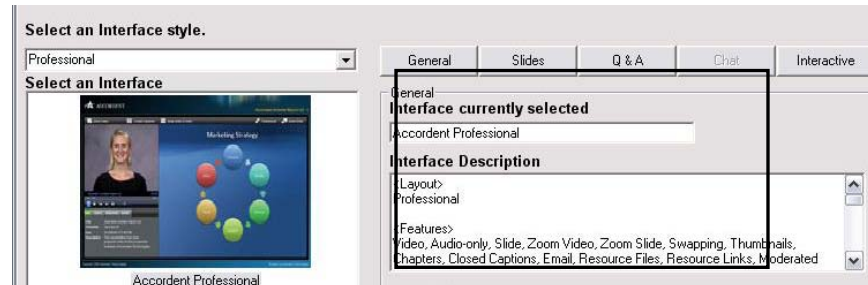
#### Note:

The “Interface Style” drop-down menu is used to organize interface styles by functionality (e.g audio-only interface) or by use (e.g. HR interface).

Once an interface style has been selected, one or more interface thumbnails will appear in the “Interface Template” window. To select an interface, *click* on the interface in the “Interface Template” window.

Each time an interface is highlighted, a description of the interface will appear in the “Interface Description” field and the title of the selected interface will appear in the “Interface Currently Selected” field (See Figure 4-10).

**Fig. 4-10**

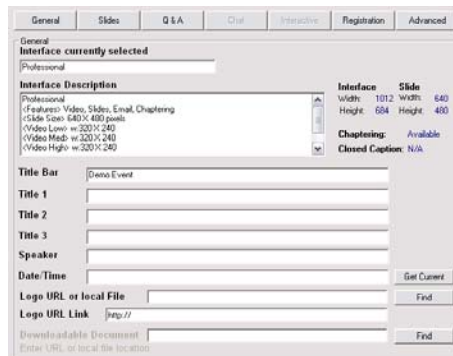


To select a different interface, simply *click* on a different interface in the “Interface Template” window.

#### 4.4.2 Completing The “General” Screen

When the “Interface Options” page is opened, the “General” screen will be the first screen displayed (See Figure 4-11).

**Fig. 4-11**



The fields on the “General” screen are used to:

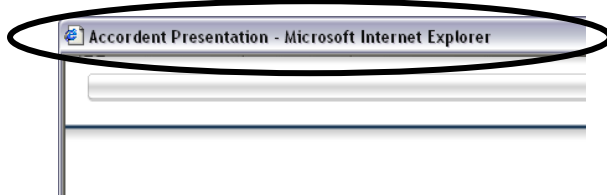
- Add titles and sub-titles to the interface
- Add speaker and date/time information to the interface
- Add branded logos and links to the interface
- Add downloadable documents to the interface
- Determine whether chaptering is included in the interface
- Determine whether closed captioning is included in the interface

If specific fields are grayed out, then those fields are not supported by the selected interface.

## Titles and Sub-Titles

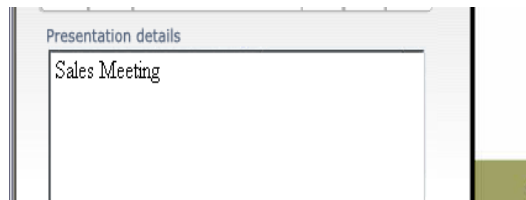
Once an interface has been selected, the user may have the option of including a browser title (See Figure 4-12)

**Fig. 4-12**



and up to three titles within the user interface (See Figure 4-13), as indicated by whether some or all of those fields are active.

**Fig. 4-13**

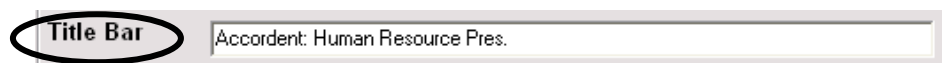


Note:

Not every interface is configured to display titles. If titles are desired, be certain to choose an interface type that includes a space for titles.

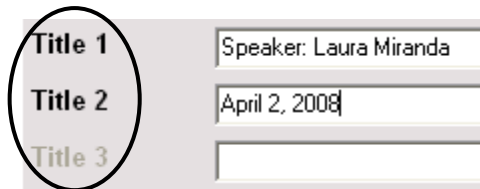
To include a title in the browser header, *enter* the title in the “Title Bar” field (See Figure 4-14).

**Fig. 4-14**



To include title lines in the user interface, *enter* the title(s) in the “Title” fields (See Figure 4-15).

**Fig. 4-15**



Note:

The titles are displayed in the user interface in descending order from “Title 1.” Consequently, Titles 2 and 3 are generally used as sub-titles.

## Speaker Name and Date & Time

In addition to titles and sub-titles, the interface can be further customized with the presentation speaker’s name and the date/time of the presentation.

If desired, *enter* the name of the speaker in the speaker field (See Figure 4-16).

**Fig. 4-16**

A screenshot of a software interface showing a label 'Speaker' followed by a text input field. The input field is empty.

If desired, *enter* the date and time or *click* **Get Current** (See Figure 4-17).

**Fig. 4-17**

A screenshot of a software interface showing a label 'Date/Time' followed by a text input field. To the right of the input field is a button labeled 'Get Current'.

## Logos & URLs

The interface can be further customized with branded logos - displayed in a designated location in the Interface - and URL links. To include a logo image, enter the logo URL in the “Logo Image URL” field (See Figure 4-18).

**Fig. 4-18**

A screenshot of a software interface showing a label 'Logo URL or local File' followed by a text input field. To the right of the input field is a button labeled 'Find'. The label 'Logo URL or local File' is circled in black.

To generate a link from the logo image to a web page, enter the URL to where the image will link in the “Logo Link URL” field (See Figure 4-19).

**Fig. 4-19**

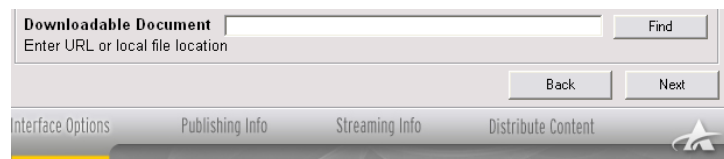
A screenshot of a software interface showing a label 'Logo URL Link' followed by a text input field. The label 'Logo URL Link' is circled in black.

## Downloadable Document

The presenter may want to offer audience members an opportunity to download a PDF or other document related to the presentation.

To include a downloadable document, enter the URL or file location for the document in the “Downloadable Document” field (See Figure 4-20).

**Fig. 4-20**

A screenshot of a software interface showing a label 'Downloadable Document' followed by a text input field. Below the input field is a button labeled 'Find'. Below the 'Find' button are two buttons labeled 'Back' and 'Next'. At the bottom of the interface are four tabs: 'Interface Options', 'Publishing Info', 'Streaming Info', and 'Distribute Content'. The 'Interface Options' tab is selected. A cursor icon is visible at the bottom right.

Additionally, the “Find” button can be used to search for the document on local drives.

## Chaptering & Closed Captioning

Accordent PresenterPRO includes chaptering and indexing features that enable the content author to automatically create chapters based on prescribed criteria, such as each published slide, or to manually create chapters based on unique criteria, such as a change in subject matter or speaker.

Accordent PresenterPRO also enables the presenter to include closed captioning functionality using RealNetworks' RealText or SAMI files.

Both chaptering and closed captioning are features that are managed in the Presentation Manager (See Chapter 5). To access these features in the Presentation Manager, however, it is necessary to select an interface that supports these features. If an interface that supports these features is selected, "Available" will appear beside Chaptering and Closed Captioning on the upper right-hand side of the General Screen (See Figure 4-21).

**Fig. 4-21**



## 4.5 Slide & PDF Import Screen

Accordent PresenterPRO enables the presenter to synchronize standard Microsoft PowerPoint slides with live or recorded streaming media. As an alternative to PowerPoint, Accordent PresenterPRO also enables users to import PDF files (either multi- or single-page documents) and convert each PDF page into an image that can be distributed over the Internet similar to a converted PPT slide. Using its proprietary conversion process, Accordent PresenterPRO will automatically format imported slides and PDF files and pages for display on the Internet.

The "Slide Import" screen also enables the presenter to:

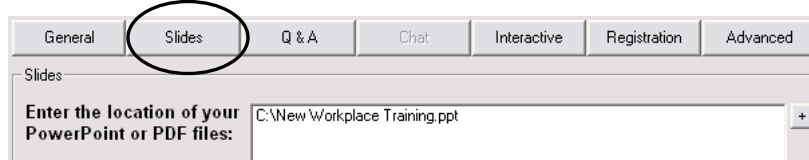
- Choose whether the imported slides (or PDF pages) will be converted into .gif or .jpg format to achieve optimal quality and file size
- Choose whether to display slide titles to the audience
- Choose whether to enable the audience to navigate through the slide deck



### 4.5.1 Importing Slides & PDFs

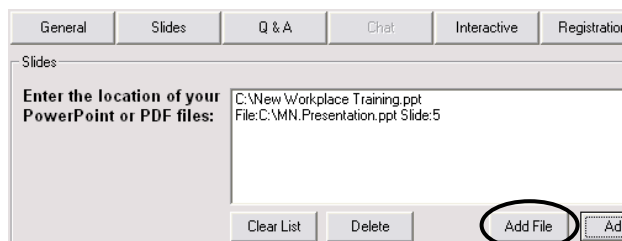
To access the Slide Import screen, *click Slides* on the Interface Options page (See Figure 4-22).

**Fig. 4-22**



To import Microsoft PowerPoint slides or PDFs into Accordent PresenterPRO, either enter the PowerPoint or PDF file location in the “File Location” field or *click Add File* to search for the file (See Figure 4-23).

**Fig. 4-23**

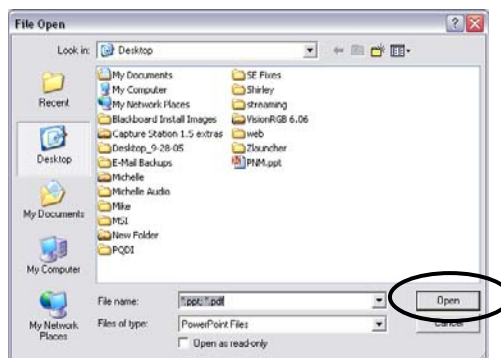


**Note:**

Accordent PresenterPRO will automatically size the images to fit within the interface that is selected using the Presentation Wizard.

After *clicking Add*, the “Browse” window will appear (See Figure 4-24). Locate the desired file, *highlight* the PowerPoint or PDF file and *click Open*.

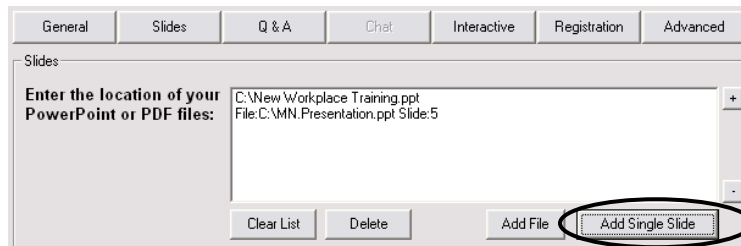
**Fig. 4-24**



This process may be repeated to add as many PowerPoint slide or PDF files as required.

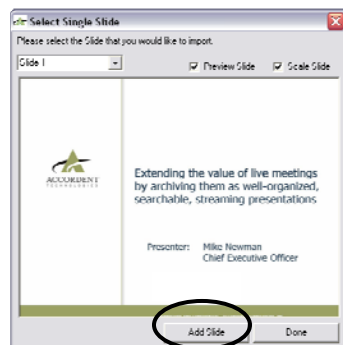
To add a single slide or PDF page, click on the Add Single Slide button (See Figure 4-25).

**Fig. 4-25**



The “Browse” window will appear to locate the desired Microsoft PowerPoint or PDF file. Highlight the PowerPoint or PDF file and click Open. A box will appear to allow you to browse through the whole PowerPoint or PDF document in order to choose the single slide or page you would like to import. After you have found the slide or page you would like to add, click Add Slide (See Figure 4.26).

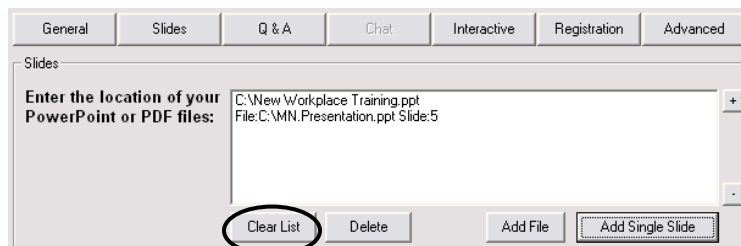
**Fig. 4-26**



This will import the single slide or page and list the number of that slide or page in the slides box.

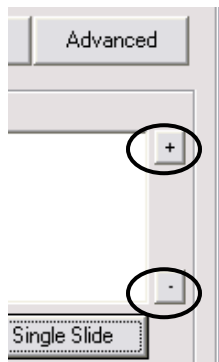
To delete PowerPoint files that have been included in the list, *click* **Clear List** (See Figure 4-27).

**Fig. 4-27**



To change the order of any PowerPoint file, single slide or .pdf page in your list, highlight the file you want to change and *click* the plus or minus button on the right to position the file where you would like it (See Figure 4.28)

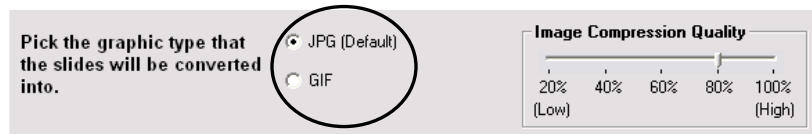
**Fig. 4-28**



### 4.5.2 Converting Slides to JPG or GIF

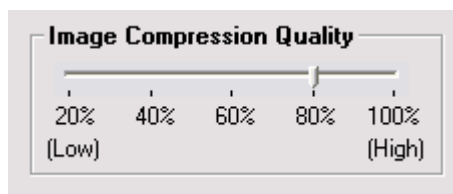
The “JPG” and “GIF” fields on the “Slide Import” screen enable the presenter to select whether the Microsoft PowerPoint slides will be converted into .jpg or .gif format (See Figure 4-29). JPG is the preferred format for image intensive slides, while GIF is the preferred format for text intensive slides.

**Fig. 4-29**



After selecting a conversion format, use the Image Compression Quality feature to specify the slide conversion quality (See Figure 4-30). The primary considerations are audience connection speed, audience size and slide content. Using a lower compression quality will reduce the file size; using high quality compression will preserve image integrity while resulting in a larger file size.

**Fig. 4-30**



**Note:**

Accordent PresenterPRO will default to 80% image compression quality.

### 4.5.3 Display Slide Titles

Depending on how the interface is defined, the presenter can display the PowerPoint slide titles to the audience (See Figure 4-31).

**Fig. 4-31**



Note:

When naming slides, keep in mind that the titles will be visible to the end user if “Display Slide Titles” is enabled.

To display slide titles to the audience, *check* the “Display Slide Titles” field (See Figure 4-32).

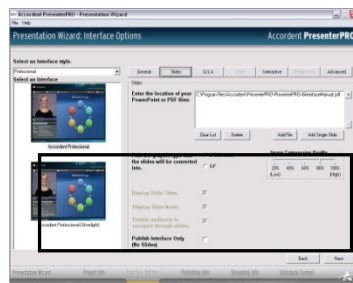
**Fig. 4-32**



#### 4.5.4 Display Slide Notes

PowerPoint allows a content creator to include notes with each PowerPoint Slide. To display slide notes to the presentation audience, *check* **Display Slide Notes** (See Figure 4-33).

**Fig. 4-33**



Note:

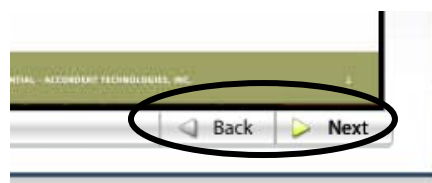
Just as slides are, slide notes are separated and displayed on a slide-by-slide basis. This ensures that no notes are displayed before the appropriate slide is displayed.

#### 4.5.5 Enable Slide Navigation

Depending on how the interface is defined, the interface may include “Slide Navigation” functionality that enables the audience to navigate through the Microsoft PowerPoint slides during the presentation (See Figure 4-34).

*IMPORTANT: The Slide Navigation feature enables the audience to navigate the entire slide deck; consequently, this feature should not be used if there are slides in the slide deck that will not be displayed during the actual presentation.*

**Fig. 4-34**



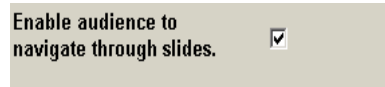
Note:

While the “Slide Navigation” function enables the audience to navigate slides,

the audience will be returned to the current slide each time a new slide is displayed by the presenter.

To enable “Slide Navigation,” *check Slide Navigation* (See Figure 4-35).

**Fig. 4-35**



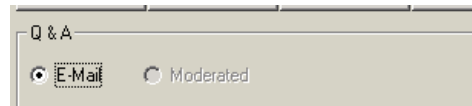
## 4.6 Q&A Screen

Accordent PresenterPRO includes Q&A functionality that enables audience members to submit questions to the presenter. Questions can either be submitted to a prescribed email address or, by using the moderated Q&A feature, submitted and reviewed directly in the Presentation Manager or at a prescribed web location.

### 4.6.1 Email Q&A

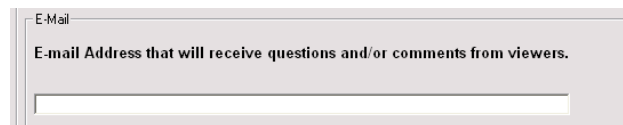
Select the “Email” field to enable the presenter to receive emailed questions at a prescribed email address (See Figure 4-36).

**Fig. 4-36**



The “Email Address” field will appear (See Figure 4-37).

**Fig. 4-37**



Enter the email address to which questions should be sent

Note: If no email address is entered, the email field will still be included in the client-side interface but emails will not be received by the presenter.

### 4.6.2 Moderated Q&A

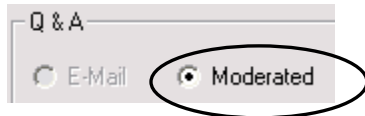
Accordent PresenterPRO also includes a moderated Q&A feature that is configured to automatically deliver questions directly to the Presentation Manager and to organize questions in the order in which they are received and reviewed. Questions also can be directed to a unique web location where a moderator can review questions before forwarding questions directly to the presenter.

Note:

This section discusses only how to include moderated Q&A in the presentation and how to provide a moderator password to access submitted questions. For additional information on the management of moderated Q&A during a presentation, please see Section 5.6.

To include moderated Q&A feature, select “Moderated” (See Figure 4-38).

**Fig. 4-38**



Enter a password in the “Access Password” field (See Figure 4-39).

Note: It is important to remember this password, as it is required to access the administrator screen that receives and displays submitted questions.

**Fig. 4-39**



## 4.7 Chat Screen

Accordent PresenterPRO includes a built-in hosted chat solution that utilizes Volano’s proprietary VolanoChat software and also supports the use of custom third-party chat solutions.

### 4.7.1 Use Included Chat Solution

To “Use Included Chat Solution”, *enter* the server location provided by Accordent in the “Server URL” field (See Figure 4-40). If a server location has not been provided, call Accordent Support at (310) 374-7491 and one will be provided.

**Fig. 4-40**



Next *enter* the group name that has been provided by Accordent (See Figure 4-41).

**Fig. 4-41**



Use the drop-down menu to select a language for chat (See Figure 4-42).

**Fig. 4-42**

A screenshot of a user interface element. It consists of a light gray rectangular box. On the left side of the box, the word "Language" is written in a bold, black, sans-serif font. To the right of the text is a white rectangular drop-down menu with a small downward-pointing arrow on its right side. The word "English" is displayed inside the menu.

#### 4.7.2 Use Custom Chat Solution

The “Use Custom Chat Solution” function enables the presenter to use an internal or third-party chat solution within an Accordent PresenterPRO presentation. To use a custom chat solution, *enter* the Server URL (See Figure 4-43).

**Fig. 4-43**

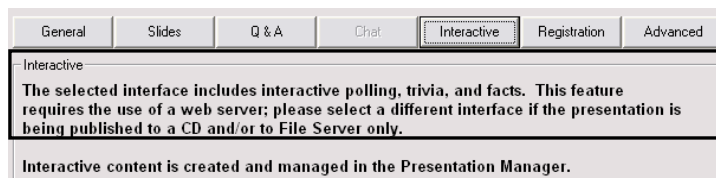
A screenshot of a user interface element. It shows a light gray rectangular box. At the top left of the box, the word "Chat" is written in a small, black, sans-serif font. Below "Chat", the text "Server URL" is written in a bold, black, sans-serif font. To the right of the text is a white rectangular input field with a thin gray border.

#### 4.8 Interactive Screen

Accordent PresenterPRO provides the option of including surveys, facts and/or customized questions (collectively called “Interactive Questions”) in a presentation.

The “Interactive” screen indicates whether or not interactive functionality is included in the selected interface (See Figure 4-44)

**Fig. 4-44**

A screenshot of a software interface. At the top, there is a horizontal row of seven tabs: "General", "Slides", "Q & A", "Chat", "Interactive", "Registration", and "Advanced". The "Interactive" tab is highlighted with a darker background. Below the tabs is a large rectangular area with a light gray background. At the top of this area, the word "Interactive" is written in a small, black, sans-serif font. Below it, a paragraph of text is displayed: "The selected interface includes interactive polling, trivia, and facts. This feature requires the use of a web server; please select a different interface if the presentation is being published to a CD and/or to File Server only." At the bottom of the area, another line of text is displayed: "Interactive content is created and managed in the Presentation Manager."

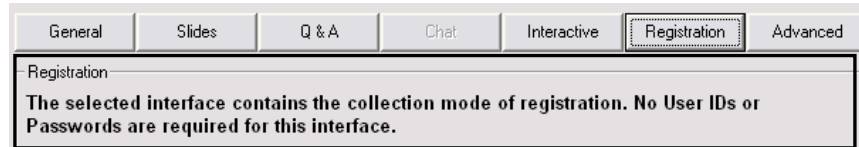
Note: Interactive functionality requires a web server and will not be available if the presentation is being published to a CD or File Server only.

#### 4.9 Registration Screen

The “Registration” screen is used to create optional and mandatory audience registration fields. There are three modes of registration - only one of which will be available depending on the selected interface:

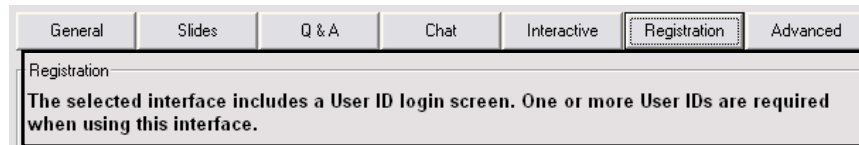
- (1) Optional registration that requests, but does not require, the audience to enter information, such as name, company, etc. (See Figure 4-45).

**Fig. 4-45**



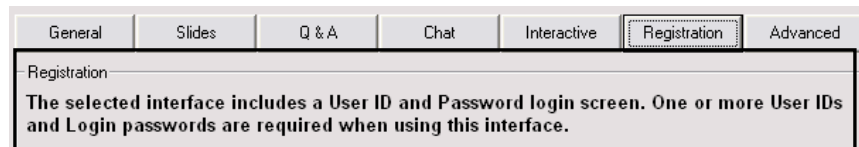
(2) Mandatory registration that requires an audience member to provide a user ID (See Figure 4-46).

**Fig. 4-46**



(3) Mandatory registration that requires an audience member to provide a User ID *and* Login Password (See Figure 4-47).

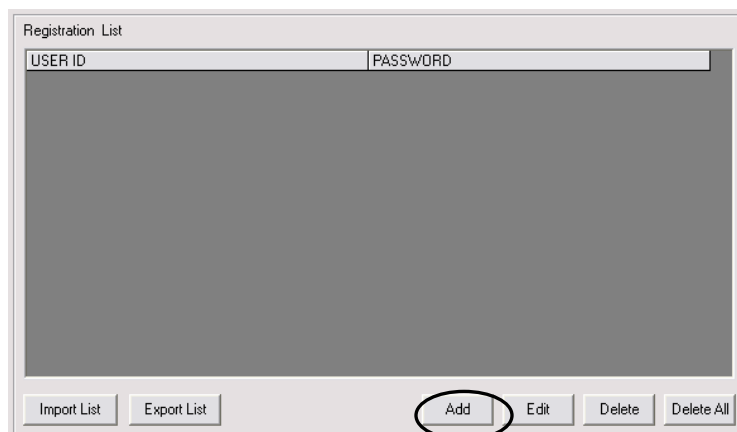
**Fig. 4-47**



If you have selected Mandatory registration, User ID and/or Password fields will need to be completed either individually or by group (e.g. importing an Excel spreadsheet containing the IDs and Passwords).

To add individual passwords, *click Add* and enter the individual ID and password in the designated fields (See Figure 4-48).

**Fig. 4-48**





To import a list of previously created IDs and passwords, *click* **Import List** (See Figure 4-49).

Note: Lists typically are imported from a standard Excel spreadsheet.

**Fig. 4-49**



To edit a registration list, *click* **Edit** (See Figure 4-50).

**Fig. 4-50**



To delete a registrant or registrants, *click* **Delete** (See Figure 4-51).

**Fig. 4-51**



## 4.10 Advanced Screen

While Accordent PresenterPRO includes many options for customizing an interface, it also enables content authors to add entirely unique features that can be controlled through Accordent PresenterPRO. For example, while the “General” screen enables a presenter to include the speaker name/date, the “Advanced” screen can be used to create “Speaker Bio” or “Today’s Topics” fields.

An advanced feature template must be designed in advance of using the “Interface Options” screen and the template must contain an “advancedskin.xml” file.

Note: This section addresses using an advanced template once it has been designed and imported into Accordent PresenterPRO. The design of Advanced Templates, which requires basic HTML programming and graphics skills, is addressed in detail in the Creating Custom Templates manual.

Once the Advanced fields are created in the template, the fields will be displayed on the “Advanced” screen (See Figure 4-52).

**Fig. 4-52**

Name	Value	Description
Additional Info Title		Additional Information Title
Additional Information		Additional Information
Search Portal date	02/19/2008	Search Portal Date ( mm/dd/yyyy )
Search Portal time		custom time
Search Portal Group		Automated Group for Search Portal
Search Portal Make Live o		If enabled will set the presentation enabled on content popula
Search Portal Date to dial		Automated date used to disable presentation. (12/31/2004 24
Search Portal - Registration	0	On open always force user to register
video length		video length
xtraDownload_title	http://www.accordent.cor	quoted csv value for download title
xtraDownload_url	http://www.accordent.cor	quoted csv value for absolute download url
Exit Email		Exit Email

Edit Option

Name: Additional Info Title

Description: Additional Information Title

Value:

Save

The “Advanced” screen contains the Name, Value and Description fields (See Figure 4-53).

**Fig. 4-53**

Name	Value	Description
Additional Info Title		Additional Information Title
Additional Information		Additional Information

The “Name” and “Description” fields are determined by the person that has designed the interface. The “Value” field is dynamic and is used to customize the advanced feature(s) in the interface.

Example:

The name field might contain “HR PowerPoint” and the description field might contain “PowerPoint download for New Hires.” The advanced feature “Value” field is then used to import the relevant PowerPoint slide file into the interface for download by an audience member. This feature also can be used to modify the interface to display e.g. a call-in phone number that changes weekly.

To incorporate a value in an advanced template, enter the value in the Value field and *click* **Save** (See Figure 4-54).

**Fig. 4-54**

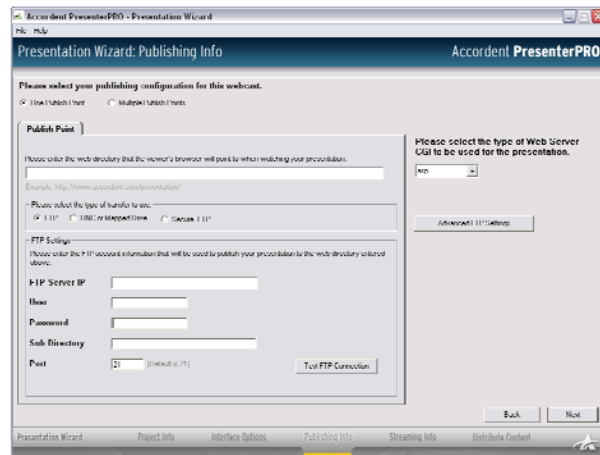
Value:

Save

This feature can be used to include as many advanced features as are available in the interface.

Once the “Interface Options” page has been completed, *click* **Next**. The “Publishing Information” page will appear (See Figure 4-55).

**Fig. 4-55**

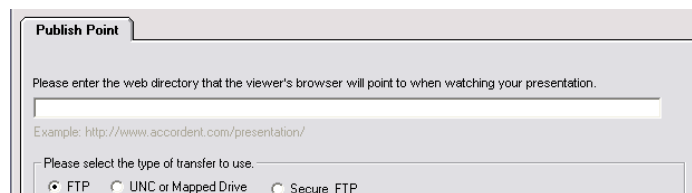


## 4.11 Publishing Information

The “Publishing Information” page enables the presenter to select the web-directory (or directories) that will be accessed by the presentation audience.

This page also enables the presenter to select the FTP information that will be used to publish the Interface Graphics, Slides, URLs and the Interface and Synchronization HTML to a web-directory (See Figure 4-56).

**Fig. 4-56**



Additionally, Accordent PresenterPRO enables content authors to publish content to either a single publishing point or up to six separate publishing points.

### Benefits of Using Multiple Publishing Points

There are several reasons that you may want to leverage multiple publishing points, including:

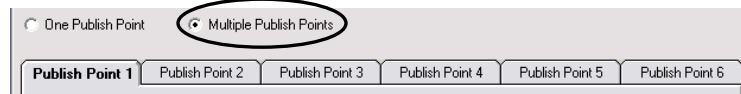
- Can be used to “load-balance” the distribution of the presentation assets to reduce reliance on a single server and help scale distribution resources.
- Can be used to publish individual components of the presentation to different servers or clusters of servers (e.g. interface server, slide server, polling server).
- Can be used to publish an internal (“behind the firewall”) and external presentation simultaneously.

While Accordent PresenterPRO defaults to a single publishing point (See Figure 4-57), multiple publishing points can be accessed by selecting the “Multiple Publishing Points” field (See Figure 4-58).

**Fig. 4-57**



**Fig. 4-58**

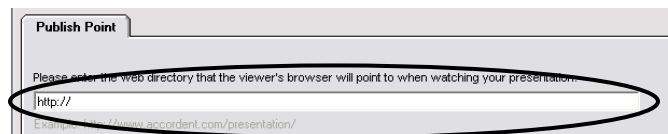


The following sections describe the process for completing the publishing fields. These instructions apply whether one publishing point or multiple publishing points are being used.

#### 4.11.1 Completing The Publishing Information Fields

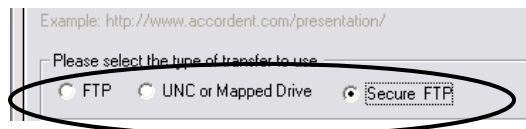
In the “Web Directory” field, enter the URL that the audience will use to view the interface graphics (See Figure 4-59).

**Fig. 4-59**



Once the “Web Directory” field has been completed, select the type of transfer that will be used: either FTP, Secure FTP or UNC (See Figure 4-60).

**Fig. 4-60**



If FTP or SFTP is selected, proceed to Section 4.11.2. If UNC or Mapped Drive is selected, proceed to Section 4.11.3.

#### 4.11.2 Completing the FTP/SFTP Fields

If FTP/SFTP is selected, the FTP/SFTP Server IP, User, Password, Subdirectory and Port fields will appear (See Figure 4-61).

**Fig. 4-61**



The screenshot shows a dialog box titled "FTP Settings". Below the title is a message: "Please enter the FTP account information that will be used to publish your presentation to the web directory entered above." There are five input fields: "FTP Server IP", "User", "Password", "Sub Directory", and "Port". The "Port" field has a dropdown menu with "21" selected and "(Default is 21)" written next to it. A "Test FTP Connection" button is located at the bottom right of the dialog box.

The FTP and SFTP fields should be completed as follows:

In the “FTP/SFTP Server IP” field, *enter* the IP address for the FTP/SFTP Server that will be used to publish the presentation (See Figure 4-62).

**Fig. 4-62**



This image shows a close-up of the "FTP Server IP" field, which consists of a label and an empty text input box.

**“User” Field:**

*Enter* the User ID for the FTP Server (See Figure 4-63).

**Fig. 4-63**

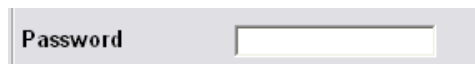


This image shows a close-up of the "User" field, which consists of a label and an empty text input box.

**“Password” Field:**

*Enter* the password for the FTP Server (See Figure 4-64)

**Fig. 4-64**



This image shows a close-up of the "Password" field, which consists of a label and an empty text input box.

**“Sub Directory” Field:**

The “Sub Directory” field gives the developer the option of putting a presentation in an FTP directory. To do this, *enter* the directory in the “Sub Directory” field (See Figure 4-65).

**Fig. 4-65**

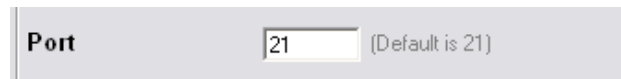


This image shows a close-up of the "Sub Directory" field, which consists of a label and an empty text input box.

**“Port” Field:**

The Port field enables the presenter to transfer data through a port. The default setting for the FTP “Port” field is 21; the default setting for the SFTP “Port” field is 22. *Enter* the desired port number in the “Port” field (See Figure 4-66).

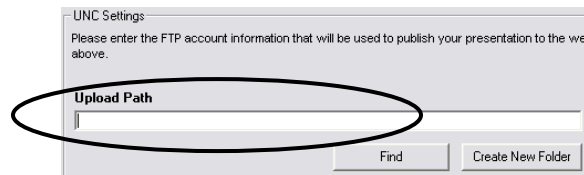
**Fig. 4-66**

A screenshot of a settings window showing a 'Port' field. The field contains the number '21' and has a small text label '(Default is 21)' to its right.

### 4.11.3 Completing The UNC Fields

If UNC is selected, it is necessary to create a UNC upload path by entering the UNC path in the Upload Path field (See Figure 4-67).

**Fig. 4-67**

A screenshot of the 'UNC Settings' dialog box. It contains a text area for 'Upload Path' which is circled in black. Below the text area are two buttons: 'Find' and 'Create New Folder'. The dialog box also has a title bar and some introductory text.

**Note:**

UNC names consist of three parts: a server name, a share name and an optional file path that are combined using backslashes as

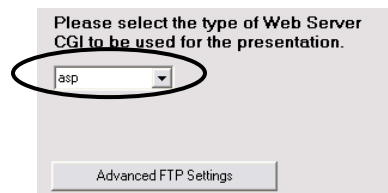
follows: [\\server\share\file\\_path](#)

### 4.11.4 Selecting A Web Server

The “Publishing Info” screen also is used to specify the type of web server that will be used to distribute the interface graphics, images, interactive questions etc.

Use the “Web Server CGI” drop down menu to specify the type of web server and platform that is being used (See Figure 4-68). *Select* either Microsoft ASP or PHP.

**Fig. 4-68**

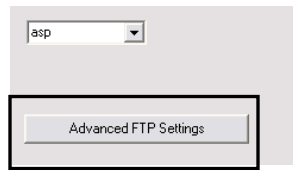
A screenshot of a dialog box titled 'Please select the type of Web Server CGI to be used for the presentation.' It features a dropdown menu with 'asp' selected, which is circled in black. Below the dropdown is a button labeled 'Advanced FTP Settings'.

### 4.11.5 Using Advanced FTP Settings

In addition to the standard FTP settings, Accordent PresenterPRO includes advanced settings that can be used to publish to an active FTP server and to a proxy server to FTP through a firewall.

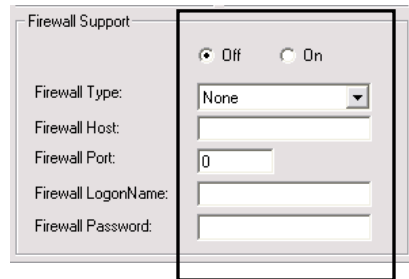
*Click* **Advanced Settings** (See Figure 4-69).

**Fig. 4-69**



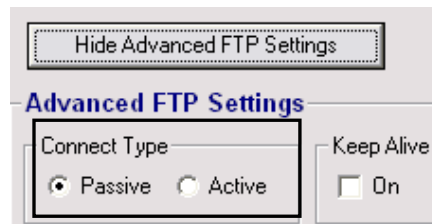
The advanced settings fields will appear (See Figure 4-70).

**Fig. 4-70**



On the Advanced Settings screen, it is first necessary to specify either a Passive or Active FTP connection type (See Figure 4-71).

**Fig. 4-71**



Once the

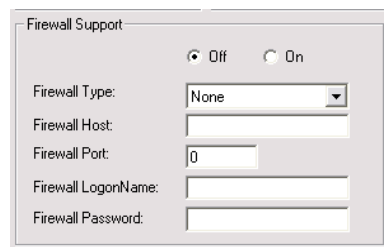
Note:

The Connect Type will default to the Passive field.

an FTP connection has been selected, Firewall Support fields can be used to designate a proxy server that will be

used to FTP through the firewall (See Figure 4-72).

**Fig. 4-72**



The Firewall Support fields should be completed as follows:

***“Off/On” Fields:***

The “On” and “Off” fields are used to enable and disable firewall support. If firewall support is required, select **On**.

### ***“Firewall Type” Fields:***

To select a firewall type, use the Firewall Type drop-down menu and highlight the desired firewall type.

### ***“Firewall Host” Field:***

The “Firewall Host” field is used to specify the IP address for the firewall.

### ***“Firewall Port” Field:***

The “Firewall Port” field is used to specify the port address for the firewall.

### ***“Firewall Logon Name” Field:***

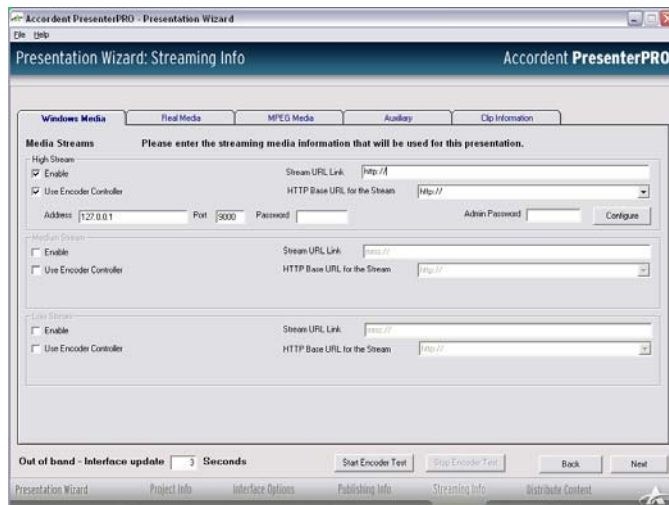
The Firewall Logon Name is used to input the user logon. Depending on the configuration and firewall being used, it may not be necessary to complete this field.

### ***“Firewall Password” Field:***

The Firewall Password is used to input the user password. Depending on the configuration and firewall being used, it may not be necessary to complete this field.

After completing the Publishing Information screen, *click Next*. The Streaming Info page will appear (See Figure 4-73).

**Fig. 4-73**



## **4.12 Media Information Page**

The “Media Information” page is used to input the locations of the streaming media that will be incorporated into the presentation as well as to specify whether



the synchronization of the presentation will be delivered “In-Band” or “Out-of-Band.”

Note: While this Chapter is focused on the Presentation Wizard, discussion of the Media Information Page and In-Band distribution will include discussion of the PE-Controller, which is a separate application that resides on the encoder and must be configured prior to using In-Band synchronization.

#### 4.12.1 Entering Media Locations

Accordent PresenterPRO supports live and on demand streaming media that has been encoded for Microsoft and RealNetworks media players at Low, Medium and High bandwidth speeds.

To choose a media type, *highlight* the tab at the top of the “Streaming Media Information” page that refers to the desired media type/format (See Figure 4-74).

**Fig. 4-74**



Note:

The individual streams are designated by Stream One, Stream Two, etc. They can be associated with any desired bandwidth speed (e.g. Stream One can be used for 100 kilobits, 300 kilobits, etc.)

Once the media type has been highlighted, it is necessary to enter the stream URL and HTTP base URL for each media format and bandwidth speed.

- The Stream URL is the URL that an audience member would click to launch the streaming media.
- The HTTP base URL is the location of the web server that will be used to deliver the web content in conjunction with a particular stream. For example, different base URLs might be used if one stream is being delivered internally and will be used in conjunction with an internal web server, while another stream will be delivered externally and use a web server designed to deliver web content externally.

For each desired media format and bandwidth speed, enter the Stream URL and HTTP Base URL in the “Stream URL” and “HTTP Base URL” fields, respectively (See Figure 4-75).

**Fig. 4-75**



Stream URL Link: mms://www.streamingserver.com/wmtencoder/live1.wmv

HTTP Base URL for the Stream: http://www.webserver.com/Presentation/

Repeat this step for each desired media platform.

#### 4.12.2 Enabling An Individual Stream

After completing the Stream URL and HTTP Base URL fields, *select* **Enable** (See Figure 4-76).

**Fig. 4-76**



Note:

Prior to launching a presentation, it is necessary to make sure that each stream that will be incorporated into the presentation is enabled.

After enabling a stream, it must be decided whether the stream will be delivered “in-band” or “out-of-band.” A detailed discussion of these delivery options is provided in Section 4.12.3 and 4.12.4.

#### 4.12.3 In-Band & Out-of-Band Synchronization

Before completing the “Media Information” page, it is important to decide whether the presentation will be distributed in-band or out-of-band. **In-band** synchronization is a process that binds the streaming media (audio and/or video) with the synchronized, non-streaming content (PowerPoint slides, etc.) at the encoder prior to delivery. Once the content is bound together at the encoder, it is delivered as a single output. The primary benefits of using in-band synchronization are:

- Because the media is embedded together before it is delivered, the non-streaming content will be perfectly synchronized with the streaming media as the media is delivered to the audience
- No encoding time offsets are required because the streaming and non-streaming media are bound at the encoding stage and, therefore, all elements of the presentation will share the same latencies during delivery.

**Out-of-band** synchronization does not bind the streaming media and the non-streaming content at the encoder, but rather, delivers each component of the presentation separately. As a result, the non-streaming media can be manipulated

during delivery to enhance scalability and to leverage a greater range of video and audio sources, including phone bridges and closed circuit television. The primary benefits of using out-of-band synchronization include:

- Distribution of non-streaming content can be staggered so that the web-server is not delivering content (e.g. PowerPoint slides) to the entire audience at the exact same moment.
- No additional software needs to be installed on an encoder
- Out-of-band distribution enables a content author to deliver synchronized web content, such as PowerPoint slides, in tandem with non-streaming audio and video, such as closed circuit television.

#### 4.12.4 Selecting In Band & Configuring the PE-Controller

If you are using out-of-band distribution **only**, please proceed to Section 4.12.7.

Using In-Band distribution requires the PE-Controller, which is a separate install included in Accordent PresenterPRO. The PE-Controller is an application that resides on the encoder and enables Accordent PresenterPRO to communicate with, launch and control the Microsoft and Real encoders. The encoder (and the PE-controller) can be located on a remote system or on the same system that Accordent PresenterPRO is residing.

Prior to completing the in-band fields in the Presentation Wizard, it is first necessary to configure the PE-Controller.

##### Configuring The PE-Controller

After installing the PE-Controller on the encoding system, launch the PE-Controller. The Accordent PresenterPRO Encoder Controller will appear (See Figure 4-77).

**Fig. 4-77**

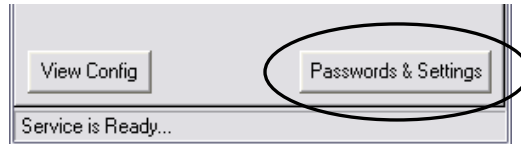


The PE-Controller contains four screens that enable you to configure and manage encoding “jobs,” as follows:

### Main Screen:

The “Main” screen is used to set presenter and administrator passwords and, if necessary, to view an error log. Click **Passwords & Settings** (See Figure 4-78).

**Fig. 4-78**



The PE-Controller Configuration window will appear (See Figure 4-79).

**Fig. 4-79**



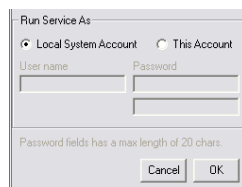
The PE-Controller Configuration screen is used to enable Accordent PresenterPRO to configure and control the encoders remotely. The PE-Controller Configuration screen includes the following fields:

- **Password:** The Password field is used to set the Presenter password, which gives a presenter the ability to start, stop and synchronize with the encoder through Accordent PresenterPRO.
- **Admin Password:** The Admin Password field is used to configure specific encoding sessions. This password is required if Accordent PresenterPRO will be used to configure encoding sessions remotely.

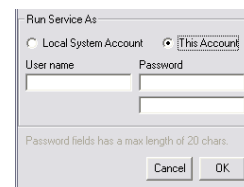
Note: Both passwords are required.

Once the Password and Admin Password fields have been completed, it is necessary to specify whether the PE Controller will run from a local system account or from a custom account (See Figures 4-80 and 4-81).

**Fig. 4-80**



**Fig. 4-81**

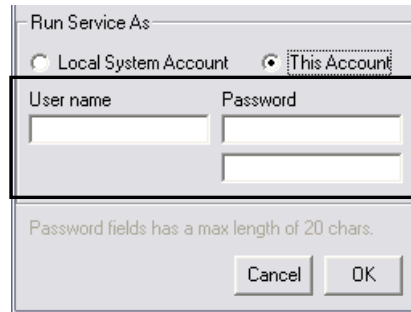


Note: It is rare that a custom account will be used unless the Local System

Account did not provide the user rights required to run the PE-Controller as a service (See Section 4.12.5).

If a custom account is being used, it is necessary to complete the “User Name” and “Password” fields (See Figure 4-82).

**Fig. 4-82**



After completing the PE-Controller Configuration fields, *click* **OK**.

At this stage, the PE-Controller will run as an application, which means that it will have to be launched and started each time the machine is re-booted. As discussed in Section 4.12.5, below, the PE-Controller also can be run as a service, which means that it can be set to run automatically anytime the encoding machine is on.

The View Config button will allow you to view all of your current settings (See Figure 4-83).

**Fig. 4-83**



The View Config screen is shown in Figure 4-84.

**Fig. 4-84**



## Windows Media Screen

The Windows Media screen is used to see which Windows Media streams have been enabled in Accordent PresenterPRO. When one or more streams is enabled in Accordent PresenterPRO, it will be highlighted (See Figure 4-85).

**Fig. 4-85**



To view the stream, *click* **View Stream** (See Figure 4-86).

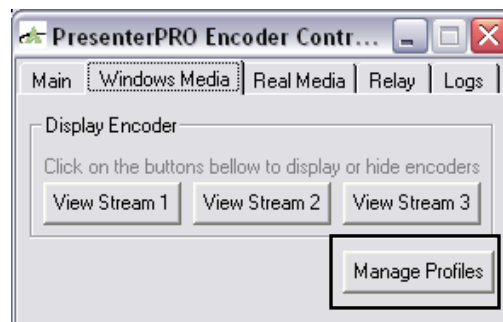
**Fig. 4-86**



The Windows Media screen is also used to manage existing encoding profiles and to create new profiles.

To access the profile management screens, *click* **Manage Profiles** (See Figure 4-87).

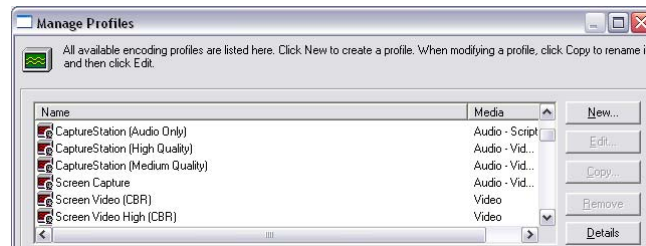
**Fig. 4-87**



Note: While the Manage Profiles feature enables the management of profiles through the Encoder Controller, the primary reason it is included is that *scripts must be enabled for a profile for that profile to be accessible later in Accordent PresenterPRO*. This requirement only applies to Windows Media.

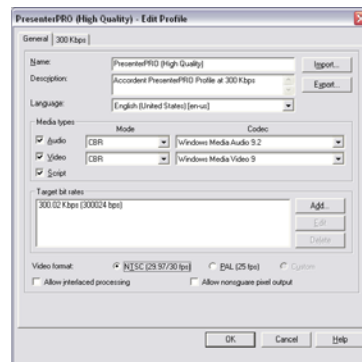
The “Manage Profiles” screen will appear (See Figure 4-88).

**Fig. 4-88**

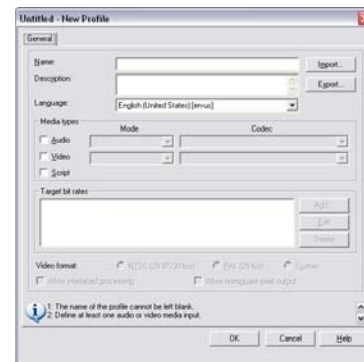


On the Manage Profiles screen, you can either select and edit an existing profile by *selecting* the profile and *clicking Edit* or you can create a new profile by *clicking New* (See Figures 4-89 & 4-90 respectively).

**Fig. 4-89**

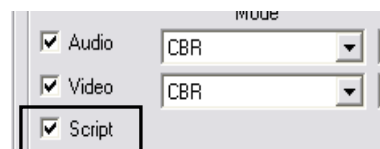


**Fig. 4-90**



While the “Edit Profile” and “New Profile” screens can be used to create and edit profiles, the most important task is to enable scripts for each profile that you want to be able to access in Accordent PresenterPRO. If scripts are not enabled for the profile, it will not be accessible in Accordent PresenterPRO. To enable a script in either the Create Profile or Manage Profile screens, *select Script* (See Figure 4-91).

**Fig. 4-91**



After selecting Script, either make additional edits if desired or return to the PE-Controller.

## RealProducer Screen

The RealProducer Screen is used to view which RealMedia streams have been enabled in the Presentation Wizard and to configure the inputs for each of the enabled streams.

Note: It is not necessary to enable scripts for RealMedia.

To access the “Helix Producer” screen, *click **Real Media*** (See Figure 4-92).

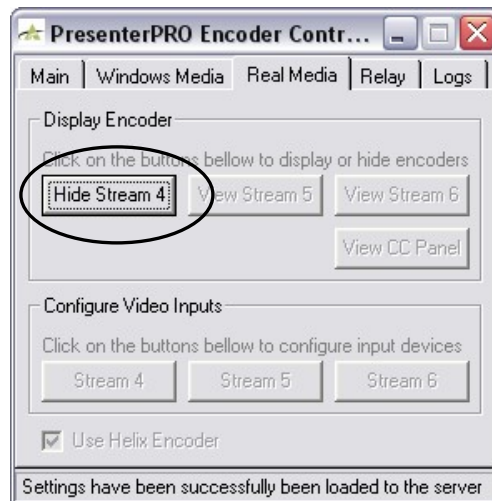
**Fig. 4-92**



The “RealProducer” screen is used to view streams that have been enabled in Accordent PresenterPRO and to configure the inputs that are being used to capture each enabled stream.

To view an enabled stream, *click **View Stream*** (See Figure 4-93).

**Fig. 4-93**



Note: The Use Helix Encoder check box will only be adjustable if you have the Real Producer 8.5 installed. With this option unchecked you will utilizing the Real Producer 8.5 and all of its codecs and encoding methods.



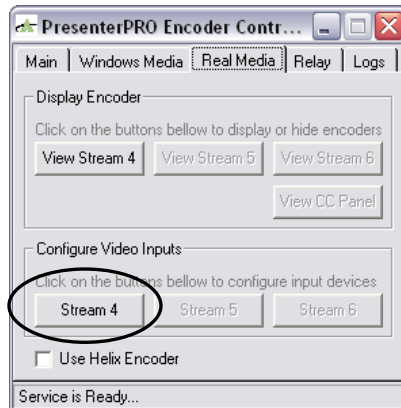
The encoder will appear (See Figure 4-94). To view your input select the Live Preview check box.

**Fig. 4-94**



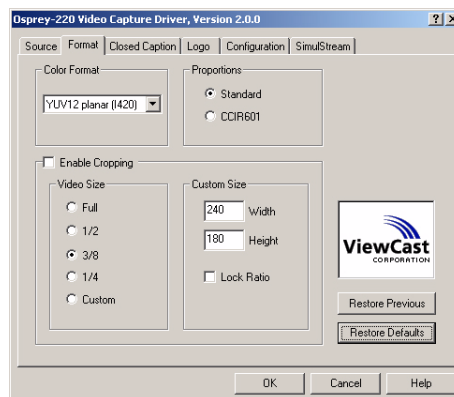
To configure an input, *click Stream* (See Figure 4-95)

**Fig. 4-95**



The input device configuration screen will appear (See Figure 4-96).

**Fig. 4-96**

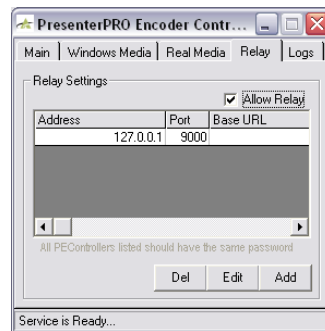


## Relay Screen

The PE-Controller Relay screen is used to relay instructions to one or more additional PE-controllers. Once the Relay feature is configured, the Presentation Wizard can be used to send instructions to multiple encoders performing different functions. *Click **Relay*** (See Figure 4-97).

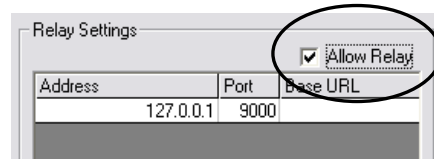
Example: This feature can be used to send launch, synchronization and stop information from an “Origin Encoder”, encoding English content, to a “Second Encoder”, encoding content in Japanese so that the second encoder pulls different synchronized content, consistent with the stream containing Japanese content.

**Fig. 4-97**



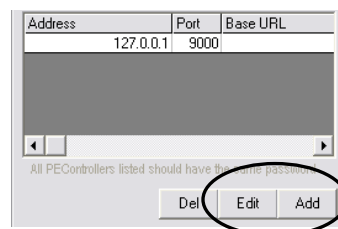
Once the Relay screen is displayed, *click **Allow Relay*** (See Figure 4-98).

**Fig. 4-98**



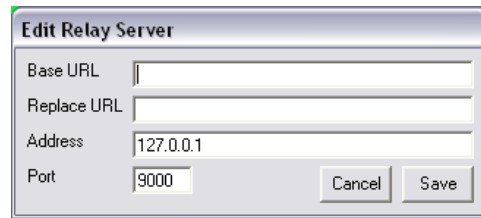
Once Allow Relay is selected, you can Add, Edit or Delete relay server information that will link the PE-Controller you are currently using to another PE-Controller on another machine. *Click **Add** or **Edit*** (See Figure 4-99).

**Fig. 4-99**



The Add or Edit screen will appear (See Figure 4-100). The fields on both screens are identical.

**Fig. 4-100**

A screenshot of a Windows-style dialog box titled "Edit Relay Server". It contains four input fields: "Base URL", "Replace URL", "Address", and "Port". The "Address" field is populated with "127.0.0.1" and the "Port" field with "9000". At the bottom right, there are two buttons: "Cancel" and "Save".

The Add and Edit screens contain four fields that should be completed as follows:

**Base URL:** The Base URL is the location of the web server that will be distributing the web content being called by the encoder receiving relayed instructions.

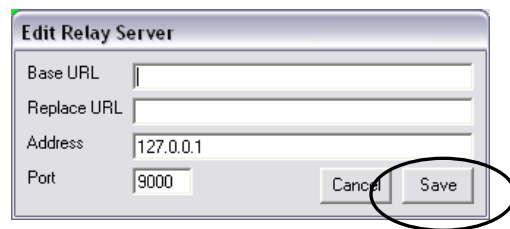
**Replace URL:** The Replace URL is the location of the web server that the origin encoder is using but that is being replaced by the Base URL so that the second encoder can receive different web content.

**Address:** The IP Address of the relayed encoder.

**Port:** The Port that will be used to communicate with the relayed encoder.

Click **Save** (See Figure 4-101).

**Fig. 4-101**

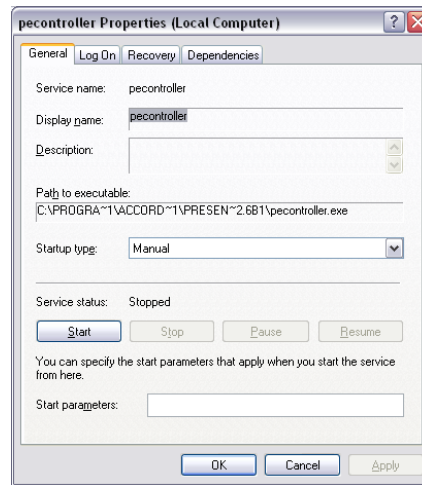
A screenshot of the same "Edit Relay Server" dialog box as in Figure 4-100. The fields are the same, but the "Save" button at the bottom right is circled with a black oval to indicate it should be clicked.

#### **4.12.5 Initiating the PE-Controller Service**

Once the PE-Controller fields have been completed, the “service” must be initiated *on the encoder*. To initiate the service:

1. Launch the Control Panel on the encoder and *click* **Administrative Tools**.
2. After clicking Administrative Tools, *click* **Services**. Within the Services directory, *click* **PEController**.
3. The PE Controller Local Properties window will appear (See Figure 4-102).

**Fig. 4-102**



On the PE-Controller Properties window, use the Start-Up type drop-down menu to select whether the PE-Controller will start automatically whenever the encoding machine is on, or manually.

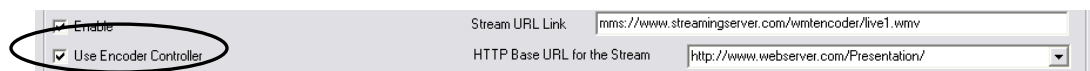
After selecting a Startup type, *click* **Start** to start the PE-Controller or **OK** to save the PE-Controller Properties settings.

Next return to the Streaming Media Info page in Accordent PresenterPRO to configure Accordent PresenterPRO to communicate with the PE-Controller (See Section 4.12.6, below).

#### **4.12.6 Configuring Accordent PresenterPRO To Manage The PE-Controller**

On the Streaming Media Info page, the “Stream URL Link” field and “HTTP Base URL” fields should have already been completed (See Section 4.12.1). If the PE-Controller is going to be used, *select* **Use Encoder Controller** for each desired stream (See Figure 4-103).

**Fig. 4-103**



The Address, Port, Password and Admin Password fields will appear as well as the Configure button (See Figure 4-104).

**Fig. 4-104**

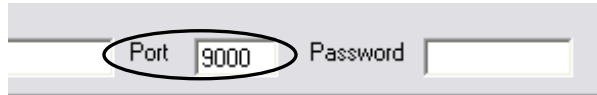


These fields should be completed as follows:

**Address Field:** Enter the address of the encoder. The default “loop back” address is typically “127.0.0.1”.

**Port Field:** Enter the Port that the encoder is using. The port number can be found in the PE Controller Configuration window (See Figure 4-105).

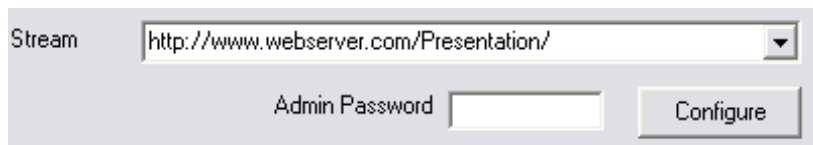
**Fig. 4-105**

A screenshot of a configuration window. It features a 'Port' field with the value '9000' and a 'Password' field. The 'Port' field is circled in red.

**Password Field:** Enter the password that was entered in the PE-Controller to access the encoder.

**Admin Password Field:** Enter the admin password that was entered in the PE-Controller to provide administration rights (See Figure 4-106).

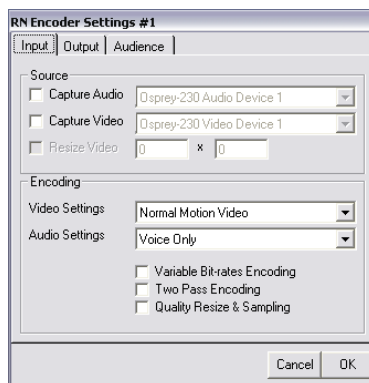
**Fig. 4-106**

A screenshot of a configuration window. It features a 'Stream' field with the value 'http://www.webserver.com/Presentation/' and an 'Admin Password' field. There is a 'Configure' button to the right of the 'Admin Password' field.

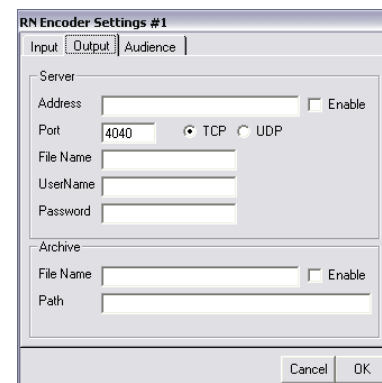
Note: Unless encoder profiles are going to be changed, it is often not necessary to enter an administration password.

Clicking the Configure button will launch the Encoder Settings window for the encoder, either Real or Microsoft, that is being configured (See Figures 4-107 through 4-109 and 4-110 through 4-112, respectively).

**Fig. 4-107 (RN)**

A screenshot of the 'RN Encoder Settings #1' window. The 'Input' tab is selected. It shows fields for 'Source' (Capture Audio, Capture Video, Resize Video), 'Encoding' (Video Settings, Audio Settings), and checkboxes for 'Variable Bit-rates Encoding', 'Two Pass Encoding', and 'Quality Resize & Sampling'. There are 'Cancel' and 'OK' buttons at the bottom.

**Fig. 4-108 (RN)**

A screenshot of the 'RN Encoder Settings #1' window. The 'Output' tab is selected. It shows fields for 'Server' (Address, Port, File Name, UserName, Password), 'Archive' (File Name, Path), and checkboxes for 'Enable' and 'Enable'. There are 'Cancel' and 'OK' buttons at the bottom.

**Fig. 4-109 (RN)**

The dialog box is titled "RN Encoder Settings #1" and has three tabs: "Input", "Output", and "Audience". The "Audience" tab is selected. It contains a "Target Bandwidth" section with checkboxes for "28k Modem", "56k Modem", "Single ISDN", "Dual ISDN", "Corporate LAN", "256k DSL/Cable Modem", "384k DSL/Cable Modem", "512k DSL/Cable Modem", and "Sure-Stream". Below this is a "Job" section with a dropdown menu set to "default" and an "Enable" checkbox. A note at the bottom states: "Note: Enabling the Job Option will disable all input, output, and target bandwidth settings." At the bottom right are "Cancel" and "OK" buttons.

**Fig. 4-110 (MS)**

The dialog box is titled "MS Encoder Settings #1" and has three tabs: "Input", "Output", and "Audience". The "Audience" tab is selected. It contains a "Source" section with checkboxes for "Capture Audio" (checked) and "Capture Video", each with a dropdown menu. Below these is a "Resize Video" section with a checkbox and two input fields for width and height. At the bottom right are "Cancel" and "OK" buttons.

**Fig. 4-111 (MS)**

The dialog box is titled "MS Encoder Settings #1" and has three tabs: "Input", "Output", and "Audience". The "Audience" tab is selected. It contains a "Broadcast (Pull)" section with a "Port" input field set to "8080" and an "Enable" checkbox. Below this is a "Server (Push)" section with fields for "Address", "Publish Point", "Copy settings", "UserName", "Password", and "Multicast File". There are also "Enable" and "Auto remove" checkboxes. A note at the bottom states: "Note: Optional Multicast File is the full Path/File of the .nsc that will be automatically generated." Below this is an "Archive" section with fields for "File Name" and "Path", and an "Enable" checkbox. At the bottom right are "Cancel" and "OK" buttons.

**Fig. 4-112 (MS)**

The dialog box is titled "MS Encoder Settings #1" and has three tabs: "Input", "Output", and "Audience". The "Audience" tab is selected. It contains a "Profile" section with a dropdown menu set to "PresenterPRO (High Quality)". Below this is a "Session" section with a dropdown menu set to "default" and an "Enable" checkbox. A note at the bottom states: "Note: Enabling session will disable all profile, input, and output settings (except for push broadcast server's user name & password)." At the bottom right are "Cancel" and "OK" buttons.

The Microsoft and RealNetworks encoders should be completed in the same way that they would if Accordent PresenterPRO was not being used with one exception: Script commands must be enabled for Microsoft.

The in-band encoding fields should be repeated for each stream for which in-band synchronization will be used.

Note: It is possible that some of the streams will use in-band while other streams will leverage out-of-band synchronization (See Section 4.12.4 on Using Out-of-Band).

#### 4.12.7 Configuring for Closed Captioning

Accordent PresenterPRO includes closed captioning support for RealNetworks encoded text. To include closed captioning, it is first necessary to select an interface in which closed captioning is available – marked “Available” beside

Closed Caption on the General interface screen in the Presentation Wizard (See Figure 4-113).

**Fig. 4-113**

Interface	Slide
Width: 792	Width: 420
Height: 576	Height: 314
Chaptering: Available	
Closed Caption: N/A	

To include closed captioning, *click* **Real Media** on the Streaming Info page (See Figure 4-114).

**Fig. 4-114**

At the bottom of the RealNetworks screen are the “Closed Captioning” fields (See Figure 4-115).

**Fig. 4-115**

Closed Caption	
<input type="checkbox"/> Enable	Stream URL Link: rtsp://

In the “Closed Captioning” section, first *click* **Enable** (See Figure 4-116).

**Fig. 4-116**

Closed Caption	
<input checked="" type="checkbox"/> Enable	Stream URL Link: rtsp://
Address: <input type="text"/>	Port: <input type="text"/> Password: <input type="text"/>

Then enter the closed captioning stream URL link in the “Stream URL Link” field (See Figure 4-117).

**Fig. 4-117**

Stream URL Link	<input type="text" value="rtsp://"/>
Password: <input type="text"/>	Admin Password: <input type="text"/> <input type="button" value="Configure"/>

Beneath the Enable and Stream URL fields are the Address, Port, Password and Admin Password fields, which should be completed as follows:

**Address Field:** Enter the address of the encoder. The default “loop back” address is typically “127.0.0.1”.

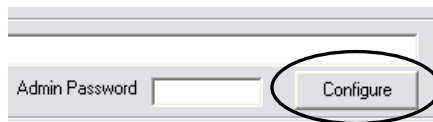
**Port Field:** Enter the Port that the encoder is using. The port number can be found in the PE Controller Configuration window.

**Password Field:** Enter the password that was entered in the PE-Controller to access the encoder.

**Admin Password Field:** Enter the admin password that was entered in the PE-Controller to provide administration rights. Unless encoder profiles are going to be changed, it is often not necessary to enter an administration password.

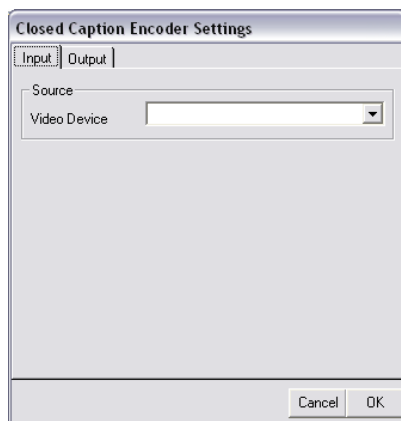
You can also configure the closed captioning encoder by *clicking Configure* (See Figure 4-118).

**Fig. 4-118**

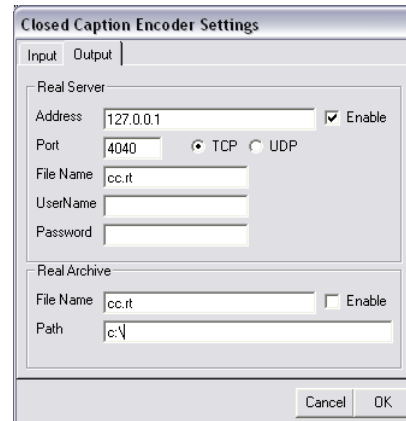


The “Closed Captioning Encoder Settings” screen will appear (See Figures 4-119 and 4-120).

**Fig. 4-119**



**Fig. 4-120**



There are ten fields on the Encoder Settings screen that should be completed as follows:



**Enable:** Highlight the “Enable” field to enable the closed captioning encoder to be started and stopped using Accordent PresenterPRO.

**Address:** Enter the address of the encoder. The default “loop back” address is typically “127.0.0.1”.

**Port:** Enter the Port that the encoder is using.

**Password Field:** Enter the password that was entered in the PE-Controller to access the encoder.

**Video Source:** Use the “Video Source” drop down menu to select the device that will be used to create the closed captioning content.

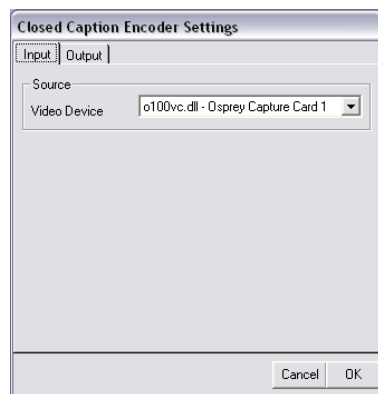
**Enable Archive:** Highlight the “Enable Archive” field to instruct the encoder to create an archived closed captioning file.

**Archive File Name:** Enter a name for the archived closed captioning file. The file suffix should be “.rt” for RealText.

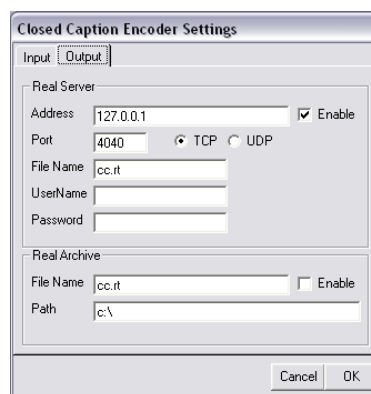
**Archive Folder Path:** Enter a location where the archived file will be stored after it is created.

After completing the “CC Encoder Settings” screen, *click* **OK** (See Figures 4-121 and 4-122).

**Fig. 4-121**



**Fig. 4-122**



#### 4.12.8 Testing the Encoder

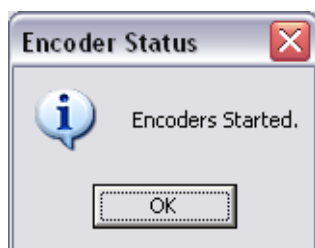
If using the in-band encoding method, you can test your encoding information to ensure they are correct. At the bottom of the Streaming Info page there is a Start Encoder Test (See figure 4-123).

**Fig. 4-123**

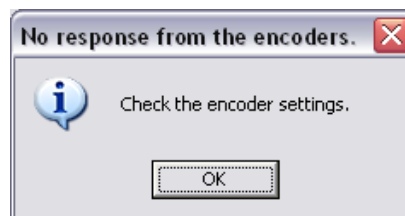


Click the **Start Encoder Test** button. You will have one of two pop-up boxes appear. If you get the message saying Encoder Started then you have proper communication with the encoder (See figure 4-124). If you receive a message saying Check Encoder Settings, then you are not communicating properly with your encoder (See figure 4-125).

**Fig. 4-124**



**Fig. 4-125**



When finished, *click* on **Stop Encoder Test** (See figure 4-126).

**Fig. 4-126**

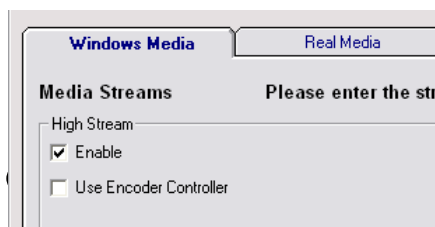


#### 4.12.9 Using Out-Of-Band: Interface Update Interval

Whether using in-band or out-of-band synchronization, the Enable, Stream URL Link and HTTP Base URL Link fields must be completed, as described in Section 4.12.1.

If Out-of-Band synchronization is being used for one or more streams, first make sure that the "Use Encoder Controller" field on the Streaming Media Info page is not selected (See Figure 4-127).

**Fig. 4-127**



**Note:**

By default, Accordent PresenterPRO will synchronize out-of-band if "Use Encoder Controller" is not selected.

Once out-of-band distribution is selected (by default), the content author has the option of customizing the Interface Update Interval. This feature is used to prescribe the frequency with which the audience interface checks the web-server for new, non-streaming content. The default update interval setting is five seconds, which means the average client interface will get an event within 2 ½ seconds of that event being “pushed.”

To set the Interface Update Interval, *enter* the interval, in seconds, in the “Interface Update Interval” field (See Figure 4-128).

**Fig. 4-128**



Note:

Increasing the Interface Update Interval has the effect of reducing the burden on the server and, consequently, increasing the number of simultaneous users that a server can support.

#### 4.12.10 Using Auxiliary Audio/Video Sources (Out-of-Band Only)

While many web-based presentations will include only streaming media, *when out-of-band distribution has been selected*, Accordent PresenterPRO also enables a presenter to synchronize Microsoft PowerPoint slides and URLs with non-streaming audio and video, including phone bridges and closed circuit television.

Example: A presentation is being produced for an audience that will include viewers that will view the presentation via computer only, and viewers that will receive the slides via computer and the audio via a phone bridge. By using the Auxiliary Audio/Video Source, a presenter can create a presentation that will deliver slides and URLs that are perfectly synchronized with the online media presentation – as well as with the real time audio being exchanged over the phone bridge.

To synchronize a presentation with non-streaming media, first click on the “Auxiliary” tab (See Figure 4-129).

**Fig. 4-129**



Once the “Auxiliary” page is opened, it is necessary to enable the auxiliary media function. To do so, *select* the “Enable Auxiliary Media” field (See Figure 4-130).

**Fig. 4-130**



Enabling the auxiliary media function will produce two results. First, it will enable a link to be generated to a presentation utilizing the auxiliary media. e.g. the phone bridge presentation link.

To generate a link to the auxiliary media, *enter* the link in the “HTTP Base URL” field (See Figure 4-131).

**Fig. 4-131**



Second, it will generate an “auxiliary” field in the “Encoding Time Offset” window. As explained in Chapter 6, the Encoding Time Offset window is used to account for delays that occur during the capture and encoding of video and audio; the additional time offset can be used to account for delays of other types of media, which may include audio transferred over the phone or closed circuit video transferred via satellite. In both cases, the offset is generally negligible.

#### 4.12.11 Inputting Clip Information

In addition to enabling streaming and auxiliary media, the Streaming Media Info page also enables the content author to assign clip information to the streaming media. The clip information, or metadata, will be attached to the streaming media clips for organizational purposes.

Note: If the clip is being viewed in the player only, and not in a Accordent PresenterPRO interface, the clip information will be displayed in the player.

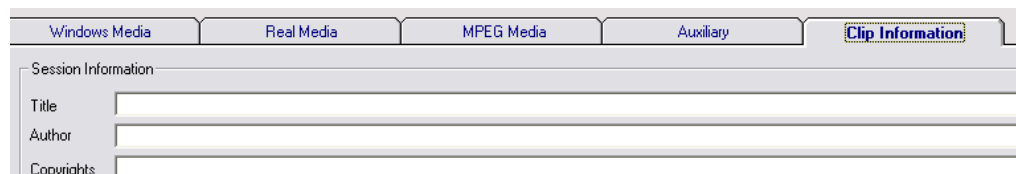
Click the **Clip Information** tab (See Figure 4-132).

**Fig. 4-132**



The Clip Information screen will appear (See Figure 4-133).

**Fig. 4-133**

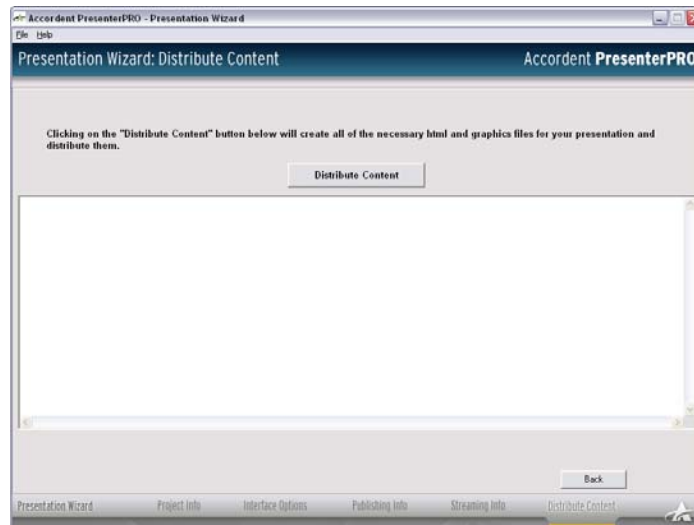


The Clip Information screen contains the following fields:

- Title
- Author
- Copyrights
- Description
- Keywords

Enter the desired information in one or more of the Clip Information fields and *click* **Next**. The “Distribute Content” page will appear (See Figure 4-134).

**Fig. 4-134**



### 4.13 Distribute Content Page

The “Distribute Content” page is used to upload a presentation to the project directories once all of the previous Presentation Wizard steps have been completed.

To upload the presentation, *click* **Distribute Content** (See Figure 4-135).

**Fig. 4-135**



If “Display Slide Titles” was selected, a slide title message box will appear (See Figure 4-136). The presenter has the option of checking the title of each slide or *clicking* **Ok To All**.

**Fig. 4-136**



## 4.14 Using Configuration Files

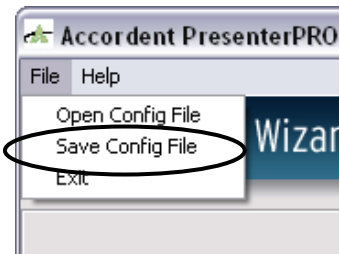
The Presentation Wizard enables users to save configuration files, which are files that contain all of the information input into the Presentation Wizard by the presenter or a third party in advance of a presentation. Configuration files make it easy to prepare the presentation on behalf of a presenter that may not have access to certain information, including passwords, server and encoder locations.

### 4.14.1 Saving a Configuration File

The Presentation Wizard contains a workflow that requires the user to complete several fields and to select an interface type, whether PowerPoint slides will be converted to jpeg or gif, etc. Once this information is completed, it can be saved in a configuration file that will repopulate the Presentation Wizard with the exact same information when the configuration file is accessed.

Once the desired information has been entered, *highlight* the File drop-down menu in the Presentation Wizard and *select* **Save Config File** (See Figure 4-137)

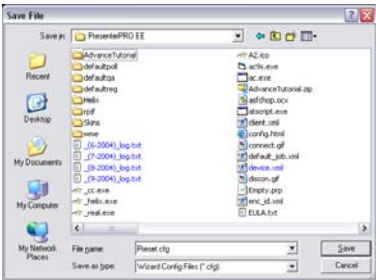
**Fig. 4-137**



Note:  
It is possible to save the same information in multiple configuration files under different names or to create configuration files with different information without closing Accordent PresenterPRO.

The “Save File” window will appear (See Figure 4-138).

**Fig. 4-138**

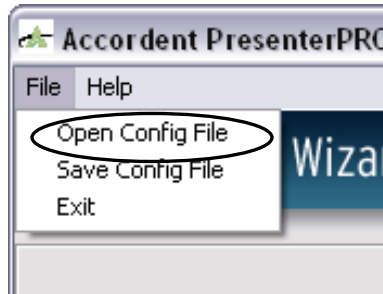


*Enter* the name of the configuration file in the “File Name” field and *click* **Save**.

### 4.14.2 Accessing a Configuration File

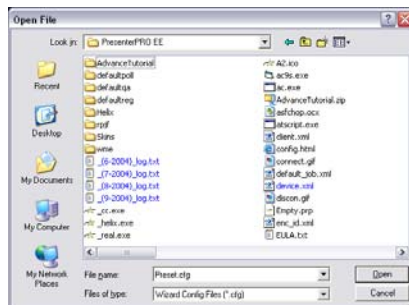
If Presentation Wizard information has previously been saved in a configuration file, the configuration file can be accessed by *highlighting* the File drop-down menu in the Presentation Wizard and *select* **Open Config File** (See Figure 4-139).

**Fig. 4-139**



The “Open File” window will appear (See Figure 4-140).

**Fig. 4-140**



Once the desired configuration file is located, *double-click* on the configuration file. All of the settings and information saved in the configuration file will repopulate the Presentation Wizard.

Depending on what information was saved in the configuration file, it may still be necessary to enter certain information or to complete certain fields. Additionally, information provided by a configuration file can be changed once accessed. e.g. a different interface or PowerPoint slide deck can be selected, etc.

# 5

## 5. Introduction To And Using The Presentation Manager

### 5.1 Presentation Manager Overview

The Accordent PresenterPRO Presentation Manager is used to preview and publish synchronized content, including slides, URLs and interactive content, with live and on demand streaming media. The Presentation Manager also is used to manage moderated Q&A and review which audience members have registered for and logged into the presentation.

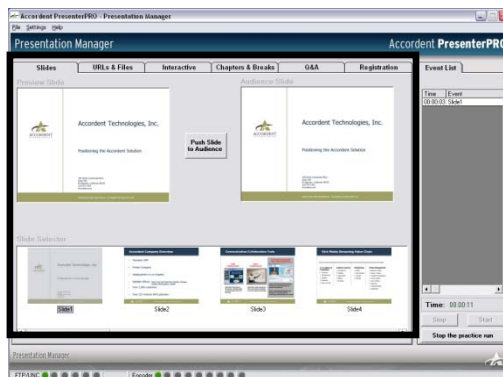
The primary components of the Presentation Manager are the:

- Slide Preview & Publish Screen
- URL Preview & Publish Screen
- Interactive Screen
- Chapters Screen
- Q&A Screen
- Registration Screen
- Event List Window

#### 5.1.1 Slide Preview & Publish

On the left hand side of the Presentation Manager is the “Slide” tab that displays the “Slide Preview & Publish” screen (See Figure 5-1).

**Fig. 5-1**



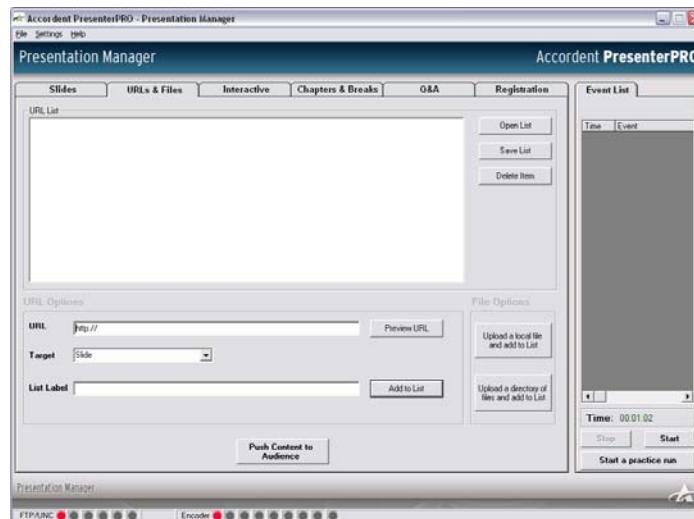
The “Slide Preview & Publish” screen is used to navigate, preview and publish Microsoft PowerPoint slides.



### 5.1.2 URL Preview & Publish

To the right of the “Slide” tab is the “URL” tab that displays the “URL Preview & Publish” screen (See Figure 5-2).

**Fig. 5-2**

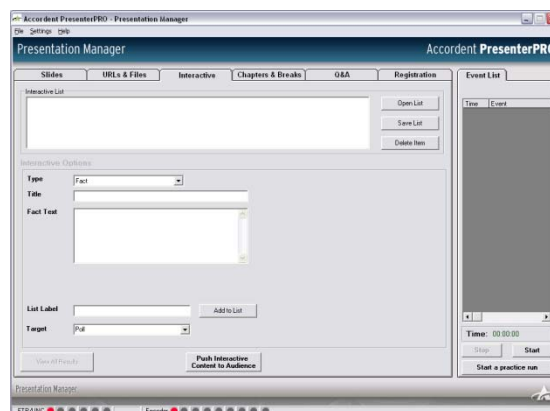


The “URL & Files Preview & Publish” screen is used to select, preview and publish URLs and files during a presentation. Among other options, this screen enables the developer to choose a different target frame within the interface or publish as a separate pop-up window.

### 5.1.3 Interactive Preview & Publish

To the right of the “URL” table is the “Interactive” tab that displays the “Interactive Preview & Publish” screen (See Figure 5-3).

**Fig. 5-3**

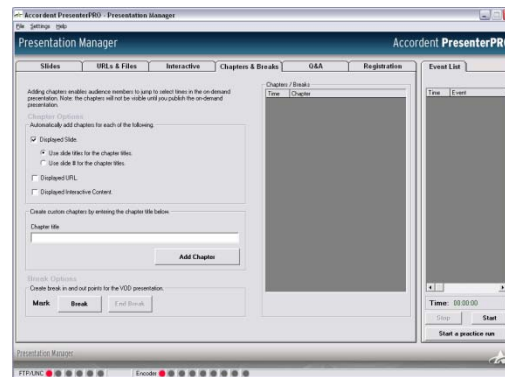


The “Interactive Preview & Publish” screen is used to draft, preview and publish interactive content during a presentation. Among other options, this screen enables the developer to display polling questions, trivia and facts. All answers submitted to interactive questions are tabulated in real time and the results can be displayed to or hidden from the audience at the presenter’s option.

### 5.1.4 Chapters Screen

To the right of the “Interactive” tab is the “Chapters & Breaks” tab that displays the “Chapters & Breaks” screen (See Figure 5-4).

**Fig. 5-4**



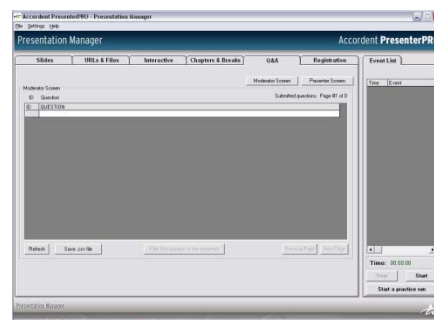
The “Chapters & Breaks” screen is used to generate chapters that are displayed in the presentation interface when the presentation is posted on demand. Chapters can be automatically generated each time a specific event occurs, such as the display of a slide, or custom chapters can be created. Breaks are used to insert times in your presentation that are to be cut out of the on demand presentation.

For example, if you have a break during your live encoding where nothing is going on and you do not want the on demand presentation to show these breaks, then you can “cut” that portion of the presentation out.

### 5.1.5 Moderated Q&A

To the right of the “Chapters” tab is the “Q&A” tab that displays the “Q&A” screen (See Figure 5-5).

**Fig. 5-5**

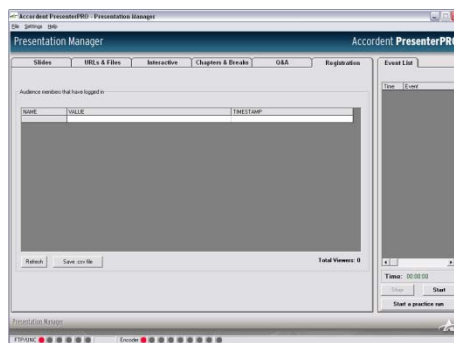


The “Q&A” screen is used to review questions submitted to the presenter using the moderated Q&A feature of Accordent PresenterPRO. Moderated Q&A will organize submitted questions and enables the presenter to answer them directly or at a later time.

### 5.1.6 Registration

To the right of the “Q&A” tab is the “Registration” tab that displays the “Registration” screen (See Figure 5-6).

**Fig. 5-6**

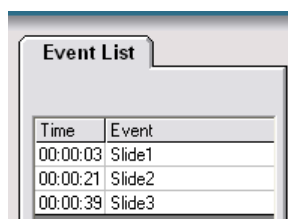


The “Registration” screen is used to preview which audience members have registered for the presentation. You can save the list of viewers who registered in a .csv file by clicking on the “Save .csv file” button on the bottom of the registration screen.

### 5.1.7 Event Launch & Event Record

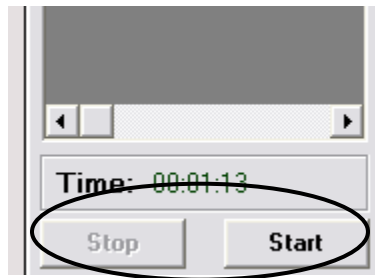
On the right hand side of the Presentation Manager are the event launch controls and the “Event List” window (See Figure 5-7). The “Event List” window is used to record each event that occurs during a presentation so that presentations can be modified for on demand use or published to a network drive or CD ROM.

**Fig. 5-7**



The event launch controls are used to start/stop a presentation (See Figure 5-8).

**Fig. 5-8**



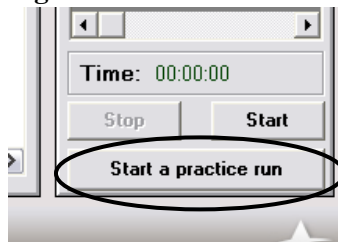
Note:

Launching or stopping an event does not control the streaming portion of the event; rather, it launches the user-interface and, once published, the non-streaming content that will be synchronized with the video.

### 5.1.8 Starting A Practice Run

Accordent PresenterPRO includes a “Practice Run” option that enables a presenter to practice with the content and test the encoders without publishing live to the Internet. *Click **Start A Practice Run*** (See Figure 5-9).

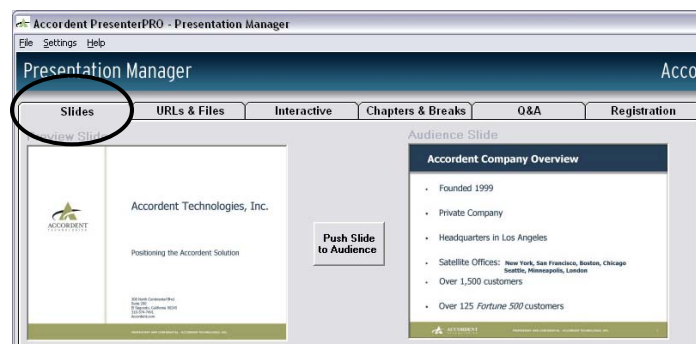
**Fig. 5-9**



## 5.2 Managing & Publishing Slides

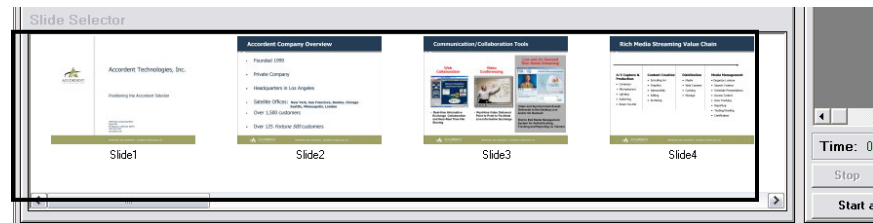
To access the “Slide Preview & Publish” page, *click* the “Slide” tab on the Presentation Manager (See Figure 5-10).

**Fig. 5-10**



Once the “Slide Preview & Publish” page is displayed, thumbnails of the imported Microsoft PowerPoint slides will be displayed in the “Slide Selector” window (See Figure 5-11).

**Fig. 5-11**

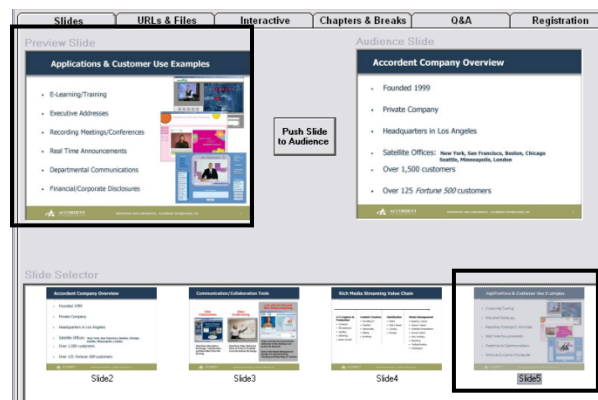


To navigate the thumbnail slides, use the scrollbar on the right-hand side of the “Slide Selector” window. The right and left arrows also can be used to navigate the thumbnails.

### 5.2.1 Slide Preview

To navigate the thumbnail slides, use the scrollbar on the right-hand side of the “Slide Selector” window. The right and left arrows also can be used to navigate the thumbnails.

**Fig. 5-12**



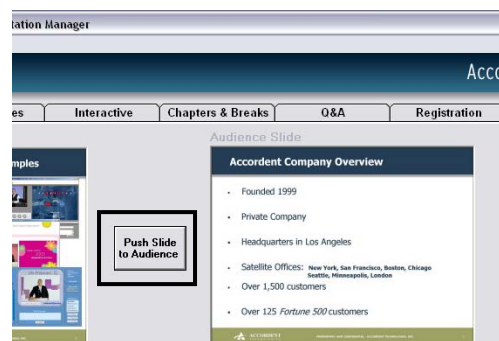
**Note:**

The slide that is displayed in the “Preview Slide” window is the slide that is queued up to be displayed. Before publishing a slide, make certain the correct slide is displayed in the “Slide Preview” window.

### 5.2.2 Slide Preview & Publish

The Presentation Manager defaults to a Preview & Publish setting - a two-step process: (1) the slide is *highlighted* and displayed in the “Slide Preview” window, (2) before the slide is published, the presenter must *click Push Slide* to publish the slide (See Figure 5-13).

**Fig. 5-13**



**Note:**

If the Presenter intends to display a Microsoft PowerPoint slide as soon as the presentation is launched, *select* the desired slide and *click Push Slide* before the presentation is launched.

Once a slide is displayed, the displayed slide will appear in the “Audience Slide” window (See Figure 5-14).

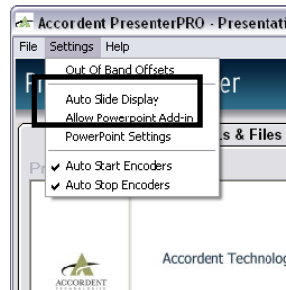
**Fig. 5-14**



### 5.2.3 Slide Auto-Publish

In addition to enabling the presenter to preview and manually display Microsoft PowerPoint slides, the Presentation Manager also enables the presenter to publish the slide by *highlighting* the slide in the “Slide Selector” window. To initiate the Auto-Publish function, *check Auto Slide Display* in the “Settings” drop-down menu (See Figure 5-15).

**Fig. 5-15**



#### Note:

When the auto-publish function is active, slides can be displayed by either highlighting the slide or using the right and left arrows on the keyboard to navigate from slide to slide. *The presenter should not use the right and left arrows if s/he intends to skip certain slides during the presentation, as every slide highlighted using the right and left arrows will be displayed.*

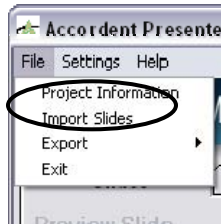
Once auto-publish functionality is enabled, every highlighted slide will automatically be displayed.

### 5.2.4 Last Minute Slide & PDF Import

In previous versions of Accordent PresenterPRO, PowerPoint slides and PDF documents could only be imported using the Presentation Wizard. In Accordent PresenterPRO v6.0, the Presentation Manager has been equipped with a slide import feature that enables a presenter to import and upload slides and PDFs minutes before *or even during* a presentation.

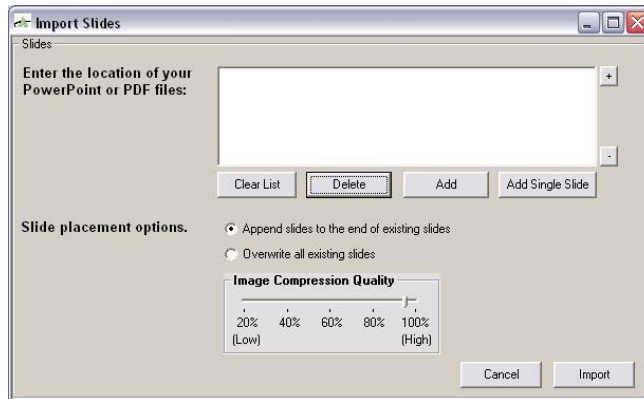
To access the slide import feature, *select Import Slides* in the File drop-down menu (See Figure 5-16).

**Fig. 5-16**



The Import Slides window will appear (See Figure 5-17).

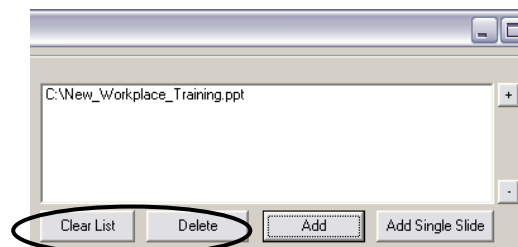
**Fig. 5-17**



The Import Slides window is used to import one or more slide presentations into Presentation Manager.

To add slides, *click Add* and use the Browse window to locate the desired PowerPoint slide deck(s) (See Figure 5-18).

**Fig. 5-18**



**Note:**

The Delete and Clear List buttons can be used to delete a single PowerPoint slide deck or an entire list of slide decks, respectively.

Once the slide deck(s) have been selected, they can be imported into the Presentation Manager in one of two ways:

- The slides can be appended to the end of the slides already imported in the Presentation Manager (See Figure 5-19)

- The slides can overwrite the slides already imported into the Presentation Manager.

**Fig. 5-19**

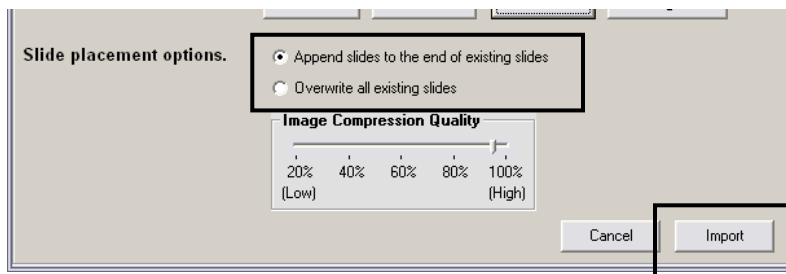


**Example:**

A slide deck has been imported and appended to a slide presentation already in Accordent PresenterPRO. The first set of slides ends at Slide 3 and the newly imported presentation commences at Slide 4.

To import a slide deck and have it appended to the end of previously imported slides, *select **Append Slides***, then *click **Import*** (See Figure 5-20). To import a slide deck and have it overwrite slides already imported into the Presentation Manager, *click **Overwrite***, then *click **Import***.

**Fig. 5-20**



The imported slides will simultaneously be:

- Converted into HTML content for distribution over the Web
- Imported into the Presentation Manager
- Published to the prescribed web server(s)

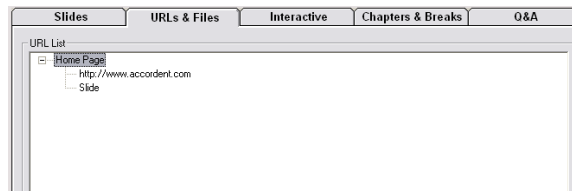
The imported slides will now be visible in the Presentation Manager.

### 5.3 Managing & Publishing URLs

On the left hand side of the “URL Preview & Publish” page is the “URL List” window (See Figure 5-21).

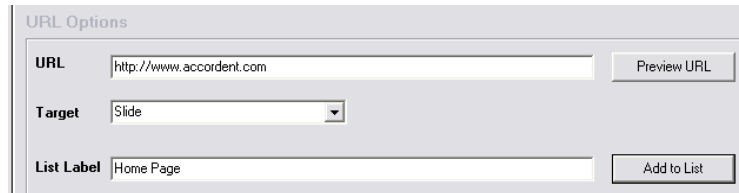


**Fig. 5-21**



A selected URL will be displayed in the “URL Options” fields (See Figure 5-22).

**Fig. 5-22**

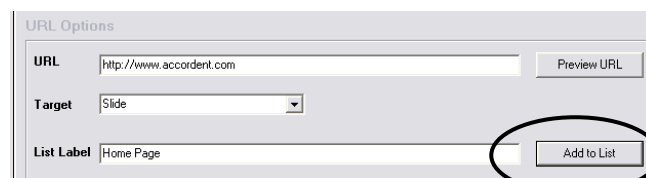


### 5.3.1 Preparing URLs

URLs can be prepared either prior to or during a presentation. To prepare a URL, enter the URL in the “URL Selected” window. The URL can be published from the URL window by *clicking Push URL* or the URL can be added to the “URL Selector” window and displayed later.

To add a URL to the “URL Selector” window, type the URL in the URL window and *click Add to List* (See Figure 5-23). Repeat this process to add as many URLs as desired.

**Fig. 5-23**



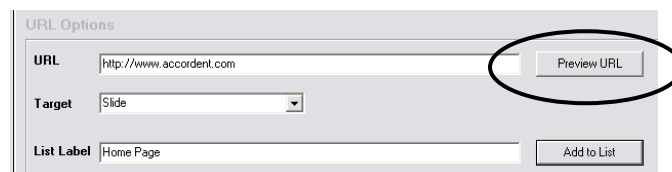
Note:

When adding URLs, make sure to include the prefix **http://**.

URL page also

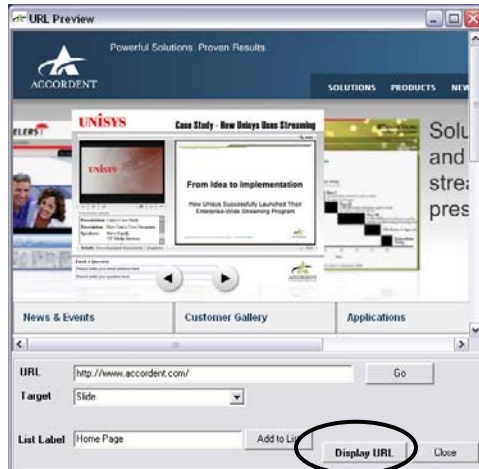
The enables the presenter to create a URL list by using the “Slide Preview” function. To create a URL list, type a URL and *click Preview URL* (See Figure 5-24).

**Fig. 5-24**



Once Slide Preview is clicked, the URL and web page will be displayed in the “URL Preview” window (Fig 5-25). To add URLs to the URL Selector window, navigate the web page to access new URLs and *click Add to List*.

**Fig. 5-25**

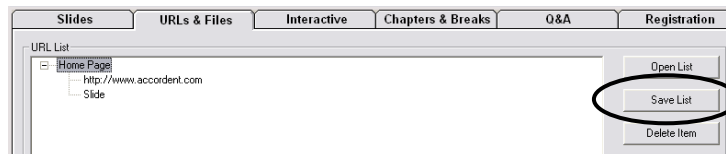


Added URLs will be displayed in the URL Selector window in the order they were added.

### 5.3.2 Saving & Opening A URL List

URLs added to the URL Selector can be saved and the file containing the URLs can be accessed for a future presentation. To save a URL list, *click Save List* (See Figure 5-26).

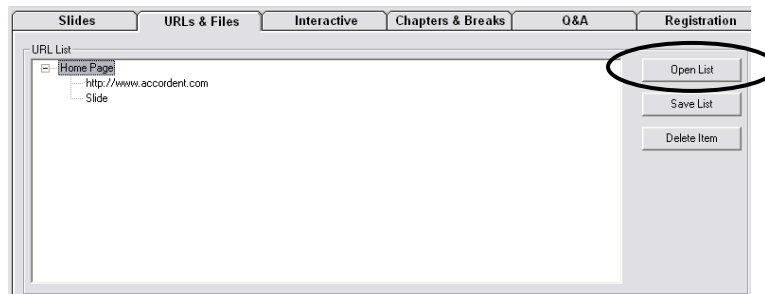
**Fig. 5-26**



Once “Save List” is clicked the list will automatically be saved to the local project folder.

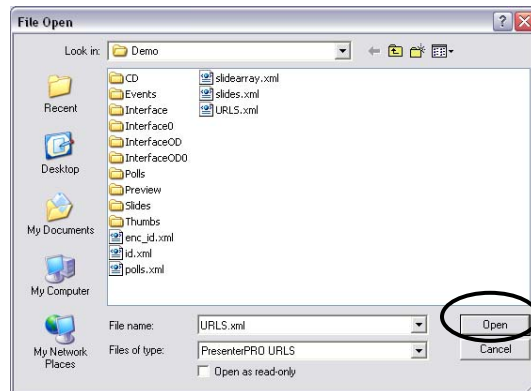
To open a save URL list, *click Open URL List* at the bottom-left of the Presentation Manager (See Figure 5-27).

**Fig. 5-27**



Once “Open URL List” is clicked, the “File Open” window will appear. Locate the desired URL List, then *click Open* (See Figure 5-28).

**Fig. 5-28**



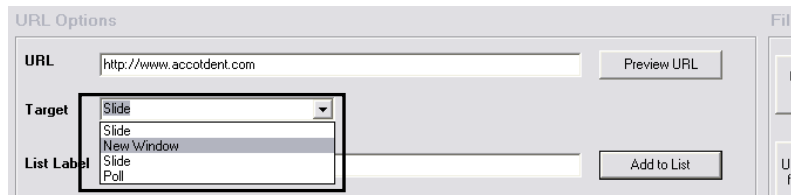
Once “Open” is clicked, the URL List will appear in the URL Selector window in the Presentation Manager.

### 5.3.3 Targeting URLs

By default, a URL will be displayed in the same interface location in which PowerPoint slides are displayed. URLs, however, may also be displayed as a pop-up in a separate browser window or, if the template is so defined, in any number of locations throughout the template.

To target a URL to a pop-up browser, use the “Target” drop down menu and *select New Window*. The selected URL will now be displayed in a pop-up window (See Figure 5-29).

**Fig. 5-29**



To target a URL to a different region of the interface, use the “Target” drop down menu and select the desired interface location (See Figure 5-30). The available target options will be determined by how the interface was defined and all available target areas will be listed in the drop-down menu.

**Fig. 5-30**



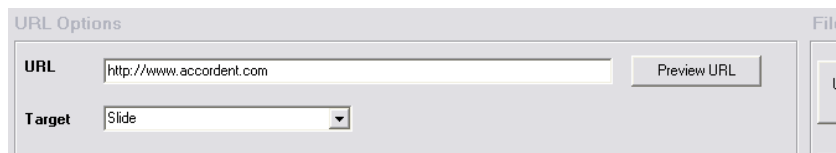
**Note:**

Each URL can be targeted to a unique frame.

### 5.3.4 Publishing URLs

The first step in publishing a URL is ensuring that the desired URL is displayed in the “URL” field (See Figure 5-31).

**Fig. 5-31**



To display a URL in the “URL Selected” window, either:

- Type the desired URL in the “URL” field or
- Highlight the desired URL in “URL List” window (See Figure 5-32).

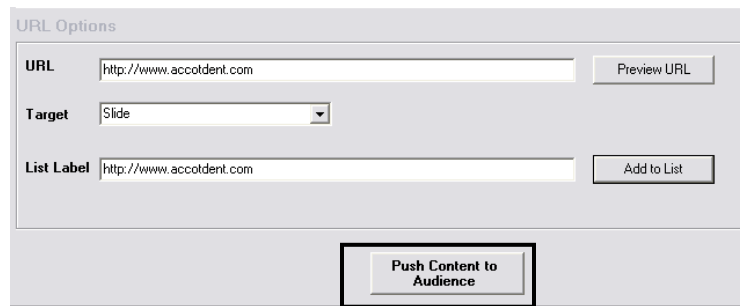
**Fig. 5-32**



Once a URL is displayed in the “URL” field, the presenter can choose whether the URL will target the slide window, a pop up window or another region of the interface.

Once the desired options have been selected, the URL can be displayed by clicking **Push Content to Audience** (See Figure 5-33).

**Fig. 5-33**



URL Options

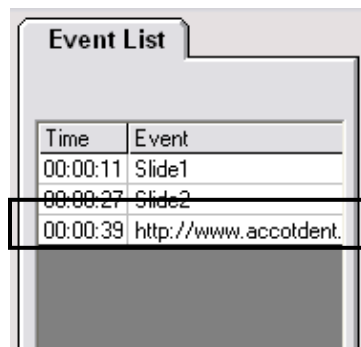
URL:

Target:

List Label:

As soon as a URL is displayed, the Event List will show that a URL has been published and the time that the URL was published (See Figure 5-34).

**Fig. 5-34**



Time	Event
00:00:11	Slide1
00:00:27	Slide2
00:00:39	http://www.accotdent.

## 5.4 Creating & Publishing Interactive Content

The Interactive Content page is used to create several different types of interactive content, including:

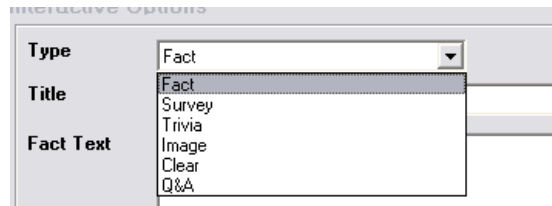
- Surveys
- Trivia
- Question & Answer
- Facts

This page also is used to publish images and text (e.g. “Now Speaking”) and to clear interactive content that no longer should be displayed.

### 5.4.1 Selecting An Interactive Content Type

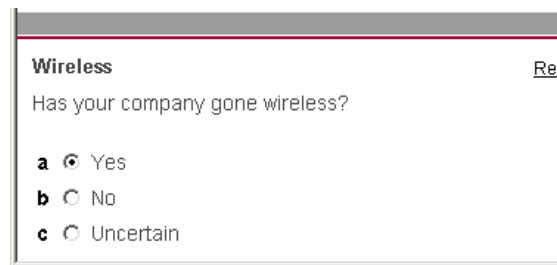
The first step in creating interactive content is to select the type of content that will be displayed. Use the Type drop-down menu and select an interactive content type (See Figure 5-35).

**Fig. 5-35**



Once an interactive content type has been selected, the interactive content can be assigned a title that will be displayed with the content in the presentation interface (See Figure 5-36).

**Fig. 5-36**



Note:

Including the title with the interactive content is optional.

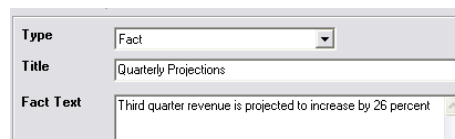
To include a title, enter the title in the Title field (See Figure 5-37).

**Fig. 5-37**



Once a title has been entered, or if that option was skipped, next enter the text that will comprise the interactive content (See Figures 5-38 through 5-41).

**Fig. 5-38**



#### **Fact**

To complete a fact, enter the fact in the Fact Text field.

**Fig. 5-39**

The screenshot shows a form for creating a survey. The 'Type' dropdown is set to 'Survey'. The 'Title' field contains 'Wireless Survey'. The 'Question' field contains 'Has your company gone wireless?'. The 'Answers' section has six input fields labeled A through F. Fields A, B, and C contain 'Yes', 'No', and 'Uncertain' respectively. Fields D, E, and F are empty. A 'Hide Results' checkbox is at the bottom left.

### Survey

To complete a survey, type the survey question in the Question field and type up to six choices in the Answers field.

**Fig. 5-40**

The screenshot shows a form for creating a trivia question. The 'Type' dropdown is set to 'Trivia'. The 'Title' field contains 'Product Trivia'. The 'Question' field contains 'What three products were released last quarter?'. The 'Answer' field contains 'Wireless handset, wireless headset, and phone touch screen'. A 'Hide Answer' checkbox is at the bottom left.

### Trivia

To complete a trivia question, enter the question in the Question field and enter the answer in the Answer field.

**Fig. 5-41**

The screenshot shows a form for creating an image link. The 'Type' dropdown is set to 'Image'. The 'Title' field contains 'Accordent Logo'. The 'Image source URL' field contains 'http://www.accordent.com/image.jpg'. The 'Image link URL' field contains 'http://www.accordent.com/'.

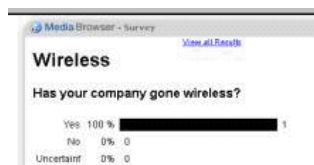
### Image

To publish an image to the Content window, enter the image URL in the Image Source URL field. To make the Image linkable, enter the image link in the Image Link URL field.

## 5.4.2 Displaying or Hiding Answer Results

Surveys and trivia are used to collect answers from the audience. These answers are tabulated immediately and can either be made available to the audience in real time or hidden from the audience (See Figure 5-42).

**Fig. 5-42**

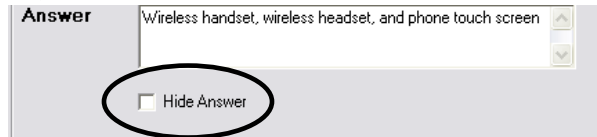


To hide either survey or trivia results, *check* **Hide Results** or **Hide Answer**, respectively (See Figures 5-43 and 5-44).

**Fig. 5-43**

This is a close-up of the 'Hide Results' checkbox from Figure 5-42. The checkbox is checked, and the text 'Hide Results' is visible. The checkbox is circled with a black oval.

**Fig. 5-44**



Once the interactive content has been entered, the user has the option of

- displaying the interactive content immediately or
- adding the interactive content to a list of content that will be displayed at a later time.

### 5.4.3 Adding & Deleting Interactive Content

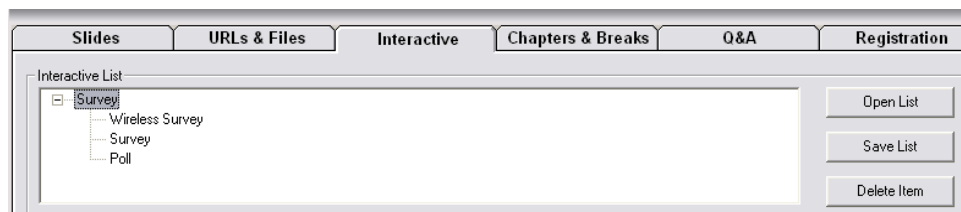
To add interactive content to an interactive content list, *click Add to List* (See Figure 5-45).

**Fig. 5-45**



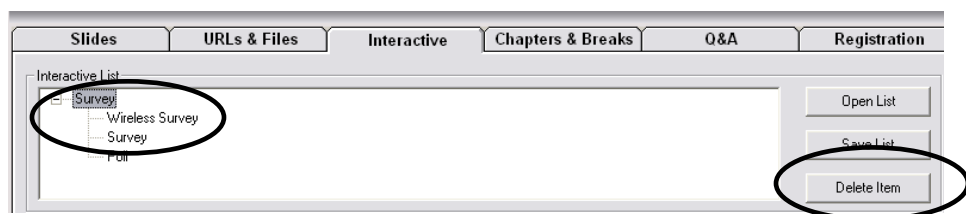
The interactive content label, title (if added), and content will appear in the Interactive List window (See Figure 5-46).

**Fig. 5-46**



To delete interactive content from the Interactive list, highlight the content that will be deleted and *click Delete Item* (See Figure 5-47).

**Fig. 5-47**

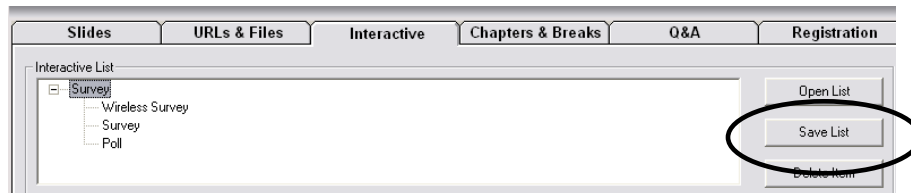




### 5.4.4 Saving & Opening An Interactive Content List

Interactive content added to the Interactive List window can be saved and the file containing this content can be accessed for a future presentation. To save an Interactive List, *click **Save List*** (See Figure 5-48).

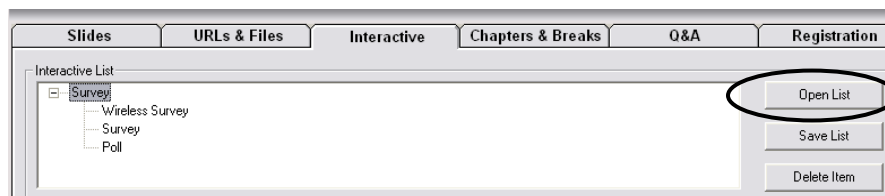
**Fig. 5-48**



Once “Save List” is clicked, the list will automatically be saved to the local project folder.

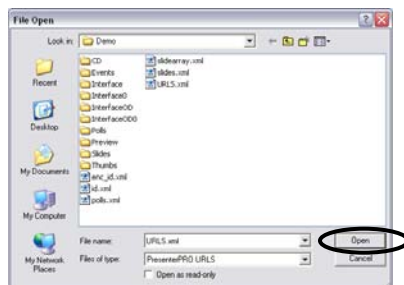
To open a saved Interactive List, *click **Open List*** on the Presentation Manager (See Figure 5-49).

**Fig. 5-49**



Once Open List is clicked, the File Open window will appear. Locate the desired Interactive List and *click **Open*** (See Figure 5-50).

**Fig. 5-50**



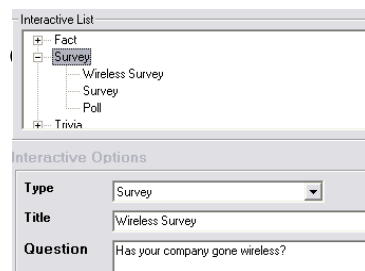
Once Open is clicked, the Interactive List will appear in the Interactive List window in the Presentation Manager.

### 5.4.5 Publishing Interactive Content

Interactive content can be published in two ways depending upon whether the interactive content was created in advance or is being created during the presentation and published immediately.

- To publish interactive content that was created in advance, *highlight* the interactive content in the Interactive List window and *click* **Push Interactive Content** (See Figure 5-51).
- To publish interactive content that was created “on the fly”, select the type, enter a title (optional), enter the interactive content in the content fields and *click* **Push Interactive Content** (See Figure 5-52).

**Fig. 5-51**



**Fig. 5-52**

Type	Survey						
Title	Wireless Survey						
Question	Has your company gone wireless?						
Answers	<table border="0"><tr><td>A. Yes</td><td>D.</td></tr><tr><td>B. No</td><td>E.</td></tr><tr><td>C. Uncertain</td><td>F.</td></tr></table>	A. Yes	D.	B. No	E.	C. Uncertain	F.
A. Yes	D.						
B. No	E.						
C. Uncertain	F.						

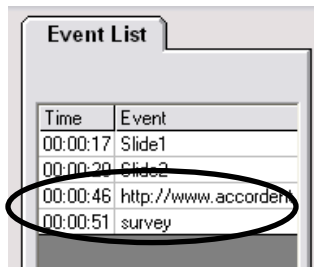
Whether displaying previously created interactive content or content that has been created on-the-fly, content in both situations is displayed by clicking **Push Interactive Content** (See Figure 5-53).

**Fig. 5-53**



As soon as Display Interactive Content is clicked, the interactive content type and the time at which it was displayed will be displayed in the Event List (See Figure 5-54).

**Fig. 5-54**



The image shows a screenshot of an 'Event List' window. It contains a table with two columns: 'Time' and 'Event'. The rows are as follows:

Time	Event
00:00:17	Slide1
00:00:20	Slide2
00:00:46	http://www.accorder
00:00:51	survey

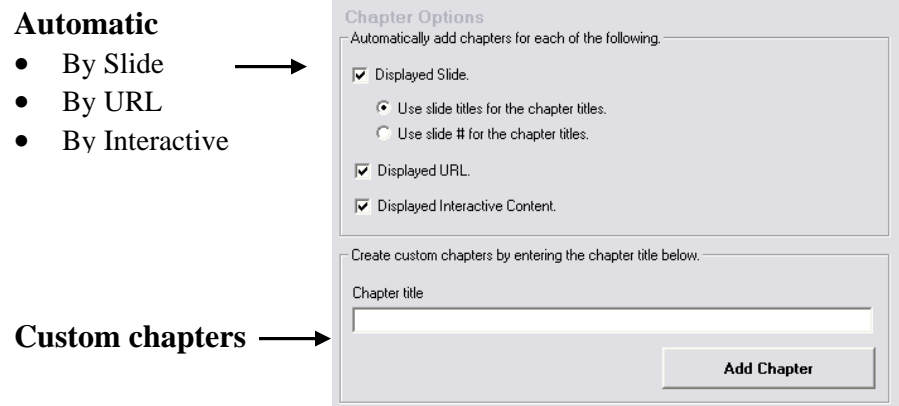
The row containing '00:00:46' and 'http://www.accorder' is circled with a black oval.

## 5.5 Creating & Editing Chapters

The Chapters page is used to create presentation sections that are displayed in the interface and enable an audience member to jump to a specific point in a presentation that has been published on demand or to a CD ROM.

In addition to enabling a presenter to manually create custom chapters, the Chapters page can be used to automatically create chapters for each displayed slide, displayed URL or displayed interactive question (See Figure 5-55).

**Fig. 5-55**



The image shows a 'Chapter Options' dialog box. On the left, there are two main sections: 'Automatic' and 'Custom chapters'. The 'Automatic' section has three bullet points: 'By Slide', 'By URL', and 'By Interactive'. An arrow points from this section to the top part of the dialog box. The 'Custom chapters' section has an arrow pointing to the bottom part of the dialog box.

**Automatic**

- By Slide
- By URL
- By Interactive

**Custom chapters**

**Chapter Options**

Automatically add chapters for each of the following.

- ☒ Displayed Slide.
  - ☒ Use slide titles for the chapter titles.
  - ☐ Use slide # for the chapter titles.
- ☒ Displayed URL.
- ☒ Displayed Interactive Content.

Create custom chapters by entering the chapter title below.

Chapter title

**Add Chapter**

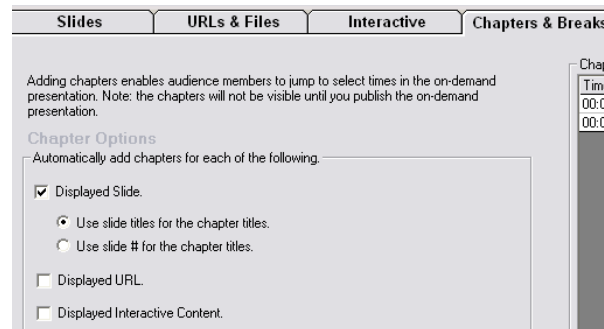
### 5.5.1 Creating Chapters Automatically

Often slide, URL and interactive content transitions that occur during a presentation represent significant markers within that presentation. Consequently, the Chapters page enables the presenter to automatically create a chapter, or presentation segment, each time a slide, URL and/or interactive question is displayed.

To automatically create a chapter based on a specific event, *select* the event type that will be used to create a chapter. It should be noted that multiple event types

(i.e. slides, URLs and interactive questions) can be used individually or in conjunction (See Figure 5-56).

**Fig. 5-56**



Note:

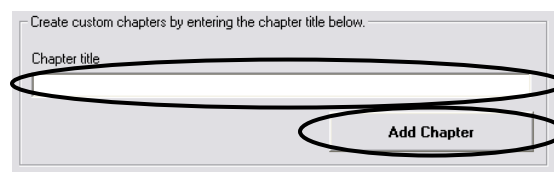
Chapters created using displayed slides can use either the slide title or slide number.

## 5.5.2

### Creating Custom Chapters

In addition to automatic chaptering, the Chapters page also enables the presenter to create chapters manually based on specific criteria, such as a change in speakers, a time interval or a change in subject matter. To create a custom chapter, *enter* the chapter title that will be displayed in the interface in the "Chapter" field and *click* **Add Chapter** (See Figure 5-57).

**Fig. 5-57**



Each time a chapter is created, the chapter and the time at which the chapter was created will be displayed in the Chapter List window (See Figure 5-58).

**Fig. 5-58**

Chapters / Breaks	
Time	Chapter
00:00:12	Slide 1
00:00:25	Benefits of an Accordent Presentation
00:00:50	<a href="http://www.accordent.com">http://www.accordent.com</a>
00:00:01	survey

## 5.6 Using Moderated Q&A

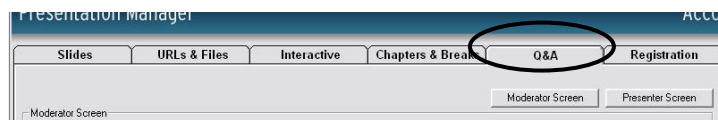
The "Moderated Q&A" screen enables a presenter or a moderator to receive questions and review questions submitted by the audience. The moderated Q&A feature is designed to work directly through the Presentation Manager or to send questions to a prescribed web location where a moderator can review questions

and forward them to the presenter's screen in the Presentation Manager or to a separate web location being reviewed by the presenter.

Note: Moderated Q&A enables the moderator and presenter to review questions from a web-location for two reasons: (1) it enables the presenter to enlist the help of a moderator located at any Internet-enabled location without requiring the moderator to have a copy of Accordent PresenterPRO and (2) it enables the presenter to review questions without leaving other screens in the Presentation Manager, such as the "Slide" screen, that are used during a live presentation.

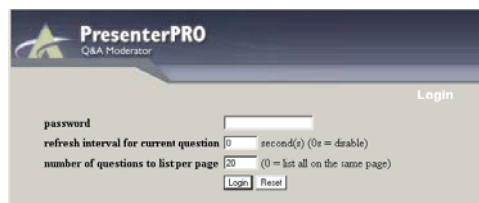
To access the "Moderated Q&A" screen, *click Q&A* (See Figure 5-59).

**Fig. 5-59**



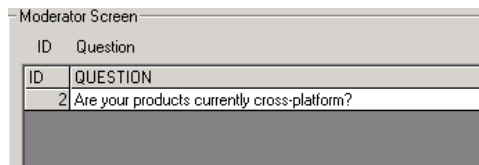
If questions are being moderated at a web-location, as opposed to through the Presentation Manager, *enter* the URL and complete the log-in information (See Figure 5-60).

**Fig. 5-60**



As soon as a question is submitted, the question will be posted in the Presentation Manager and at the web location entered above (See Figures 5-61 & 5-62).

**Fig. 5-61**

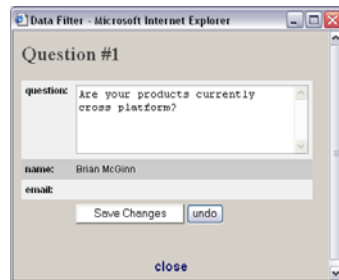


**Fig. 5-62**



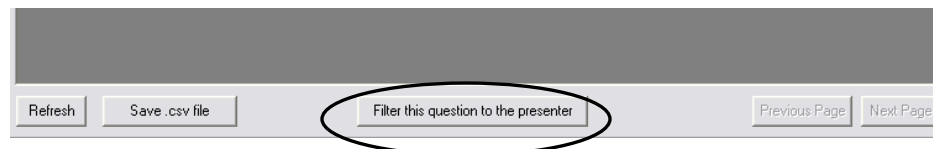
If the registration feature is being used in conjunction with Moderated Q&A, additional information about the person that submitted the question can be accessed by double-clicking on the submitted question (See Figure 5-63).

**Fig. 5-63**

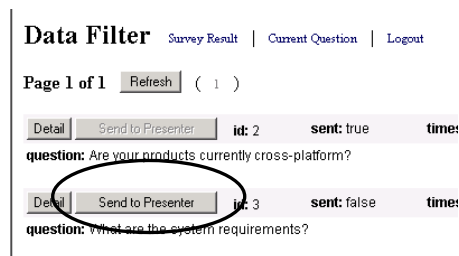


Once a question has been reviewed, that question can be filtered and, if appropriate, forwarded to the presenter. To forward a question to the presenter, either *click Filter* in the Presentation Manager (See Figure 5-64) or *click Send To Presenter* on the web-based moderator screen (See Figure 5-65).

**Fig. 5-64**



**Fig. 5-65**



**Note:**

When a web-based moderator page is being used, this page can be customized to have a unique look and functionality - consequently, the buttons on this page may have different names than the names used in this manual.

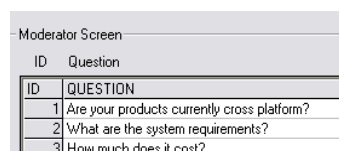
Once a question has been filtered to the presenter, it will appear on the presenter screen in the Presentation Manager and on the presenter's web-based Q&A screen if one is being used (See Figure 5-66).

**Fig. 5-66**

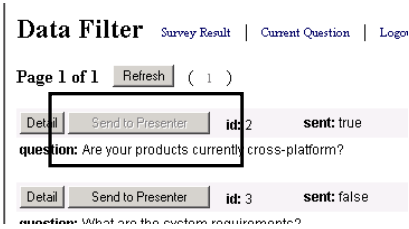


Questions sent to the Presenter will be reflected as sent in both the Presentation Manager and on the web-based moderator screen to help avoid re-sending questions that have already been forwarded (See Figures 5-67 & 5-68).

**Fig. 5-67**



**Fig. 5-68**



Example:  
In Figure 5-68, the first question has been forwarded to the presenter and the Send to Presenter button has been grayed out.

**5.7 Using the Registration Page**

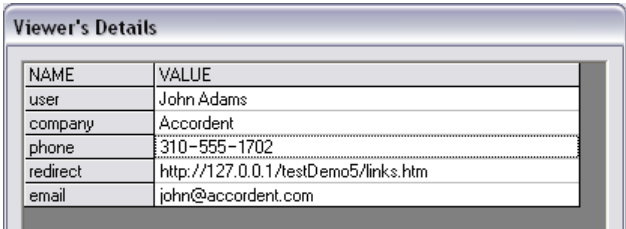
The Registration page enables the presenter to preview which audience members have logged into the presentation. If an audience member has registered for the presentation, the audience member’s information and the time at which the audience member registered for the presentation will be displayed in the “Value” and “Time Stamp” fields respectively (See Figure 5-69).

**Fig. 5-69**

NAME	VALUE	TIMESTAMP
user	John Adams	Thu May 1 13:58:46 PDT 2008

Additional information about the audience member, if it has been requested through the registration process, can be accessed by double-clicking on the registrant’s name. The “Viewer’s Details” window will appear (See Figure 5-70).

**Fig. 5-70**



# 6

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## 6. Preparing To Launch A Presentation

### 6.1 Pre-Launch Preparation

Before streaming a live presentation, the Presenter may want to open both the Accordent PresenterPRO Presentation Manager and the interface that will be viewed by the audience. By opening the interface, the developer will be able to monitor the identical presentation that the end user is viewing.

Additionally, if the presenter has previously prepared content, such as URL lists, for use in a presentation, that content should be imported into the Presentation Manager.

Also, as discussed below, both in-band and out-of-band synchronization require the presenter to complete steps prior to launching a presentation:

- Out-of-Band: The presenter must apply encoding time offsets to account for the latency that occurs during the encoding of streaming media (See Section 6.2) and
- In-Band: The presenter must use the PE-Controller to launch the encoders that will be encoding the streaming media (See Section 6.2).

### 6.2 In-Band & Out-Of-Band Preparation

Previously, the “Media-Info” page in the Presentation Wizard was used to specify whether the presentation would be delivered in-band or out-of-band. In-band distribution is selected by clicking the “Use In-Band Encoder” field; if left unchecked, then out-of-band distribution is selected by default.

#### 6.2.1 Out-of-Band

Because the streaming and non-streaming elements of a presentation are delivered separately when out-of-band delivery is used, it is necessary to prescribe encoding time offsets prior to launching a presentation to account for delays that may occur during the encoding process.

Encoding time offsets enable the presenter to precisely delay the distribution of non-streaming media content (e.g. Microsoft PowerPoint slides and URLs) to ensure that the non-streaming content will remain the synchronized with



streaming video that is being produced, encoded and distributed in a live environment.

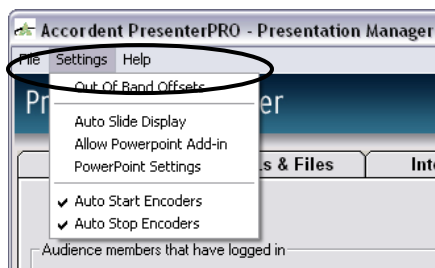
**Tip:** To determine the appropriate encoding time offset, stream sample audio/video through the same encoders that will be used during the presentation to measure the delay each format experiences between initiating and viewing a streamed video feed.

### 6.2.2 Setting Encoding Time Offsets

The default setting for the Encoding Time Offsets is zero seconds. If custom offsets are desired, individual offsets can be applied for each media type and connection speed.

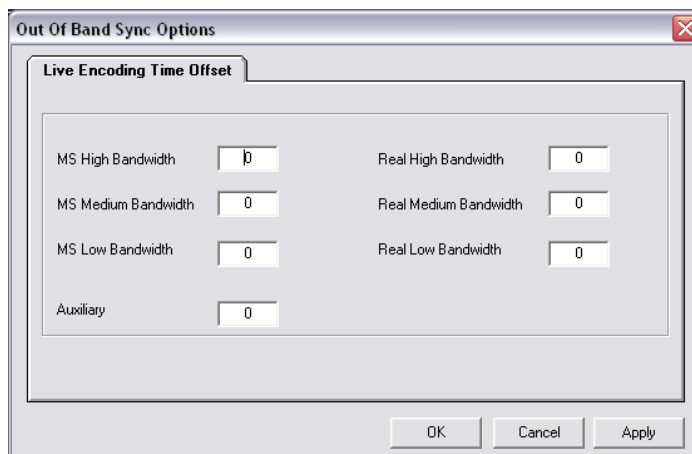
To access the Encoding Time Offset window, open the “Settings” drop-down menu and *select Out Of Band Offsets* (See Figure 6-1).

**Fig. 6-1**



After selecting Options, the “Live Encoding Time Offset” window will appear (See Figure 6-2).

**Fig. 6-2**



To customize one or more individual offsets, *enter* a unique encoding time offset in the “Time Offset” fields for each desired media type and connection speed (See Figure 6-3).

**Fig. 6-3**

MS High Bandwidth	<input type="text" value="14"/>	Real High Bandwidth	<input type="text" value="10"/>
MS Medium Bandwidth	<input type="text" value="12"/>	Real Medium Bandwidth	<input type="text" value="9"/>
MS Low Bandwidth	<input type="text" value="10"/>	Real Low Bandwidth	<input type="text" value="5"/>

Note:

Encoding time offsets can be altered prior to *or during* a live presentation.

Once the desired offsets have been entered, *click* **Apply** to apply the time offset and to keep the “Time Offset” window open or **OK** to apply the time offset and to return to the Presentation Manager.

### 6.2.3 Auxiliary Media Time Offset

Accordent PresenterPRO enables a presentation to be synchronized with non-streaming media, including phone bridges and closed circuit television. Since encoding is not required to disseminate this media, the delay between the creation and receipt of the media by the audience is generally much smaller. Consequently, an additional link can be created for the audience members that will be receiving the audio or video portion of the presentation via a non-streaming media format.

To set an auxiliary media type encoding offset, *enter* the desired offset in the “Auxiliary” field (See Figure 6-4).

**Fig. 6-4**

Auxiliary	<input type="text" value="0"/>
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Once an offset has been entered into the “Auxiliary” field, *click* **Apply** or **OK**.

### 6.2.4 In-Band Distribution

If Use Encoder Control was highlighted on the “Media-Info” page, the streaming and non-streaming content will be bound at the encoder and delivered as a single piece of content.

If the PE-Controller was previously configured (See Section 4.12.4) and the “Use Encoder Control” and related fields were completed in the Presentation Wizard (See Section 4.12.6), then no additional preparation needs to be performed. The encoders (and the presentations) will launch as soon as “Start” is clicked in the Presentation Manager.

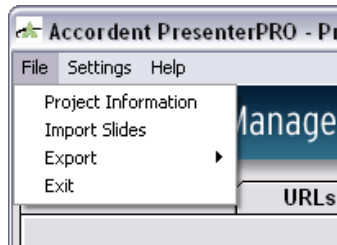
### 6.3 Testing Presentation Settings

Prior to launching a presentation, the Project Information screen can be used to confirm and test a variety of presentation settings, including:

- The webcast link that the audience will click to launch the presentation
- An auxiliary link, if one has been created
- The link to access moderated Q&A, if it is being created
- The password for the moderated Q&A
- The streaming media streams.

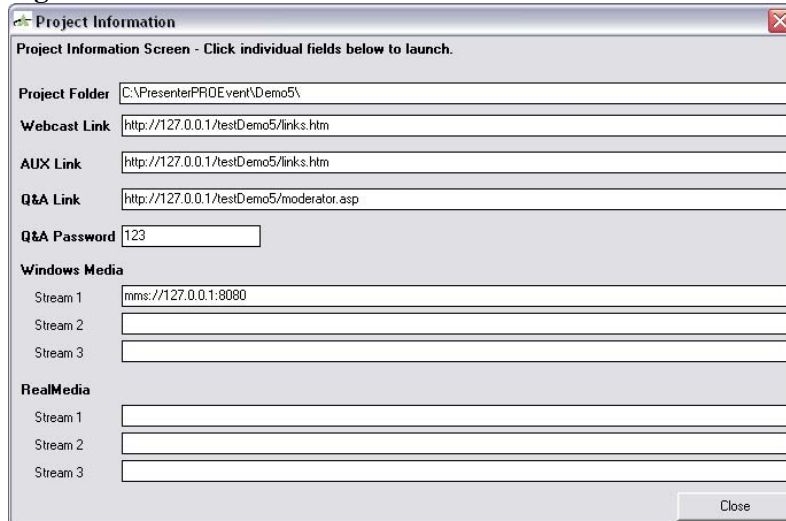
To access the Project Information screen, use the File drop-down menu and *select Project Information* (See Figure 6-5).

**Fig. 6-5**



The Project Information screen will appear (See Figure 6-6).

**Fig. 6-6**



To test one or more settings, simply click on the desired setting field.

# 7

## 7. Using The Accordent PowerPoint Add-In

### 7.1 Using The Accordent PowerPoint Add-In

Accordent PresenterPRO includes an Accordent PowerPoint Add-In that enables a presenter to synchronize PowerPoint slides from a remote computer. By communicating directly with Accordent PresenterPRO, a computer with only PowerPoint and the Accordent PowerPoint Add-In installed, can be used to create slide synchronization files that become part of a synchronized, streaming presentation.

Note: Because the Accordent PowerPoint Add-In works in conjunction with Accordent PresenterPRO, it is necessary to configure Accordent PresenterPRO prior to using the Accordent PowerPoint plug-in.

The Accordent PowerPoint Add-In should already be installed on the system that will be used to present the PowerPoint slides. Once installed, the Add-In is enabled by first highlighting the “Settings” drop-down menu *in the Presentation Manager* and enabling **Allow PowerPoint Add-in** (See Figure 7-1).

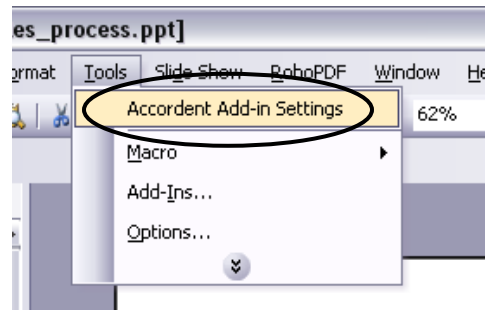
Fig. 7-1



Once enabled, open Microsoft PowerPoint on the computer on which the Accordent PowerPoint Add-In has been installed (the system that will be used to synchronize PowerPoint slides).

In Microsoft PowerPoint, highlight the Tools drop-down menu in Microsoft PowerPoint. On the tools drop-down menu, select the Accordent Add-In Options (See Figure 7-2).

**Fig. 7-2**



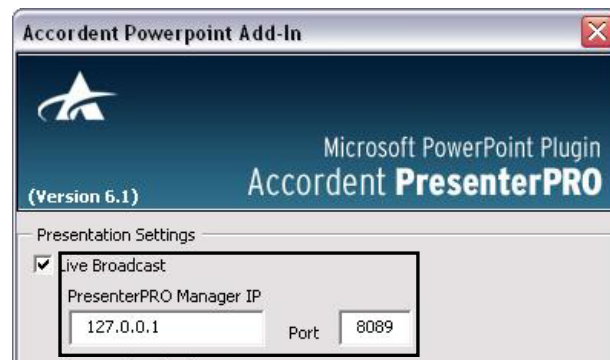
The Accordent PowerPoint Add-In will appear (See Figure 7-3).

**Fig. 7-3**



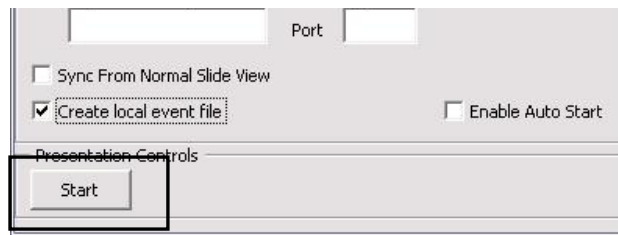
In the “PresenterPRO Manager IP” and “Port” fields, enter the IP address and Port number that will be used to link to Accordent PresenterPRO (See Figure 7-4).

**Fig. 7-4**



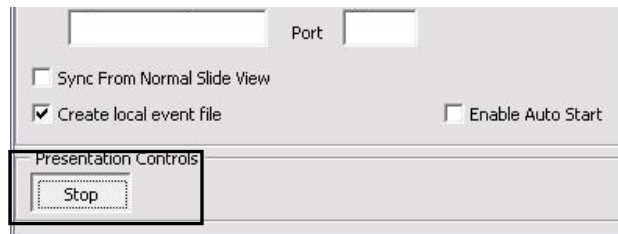
To initiate a PowerPoint presentation that will work in tandem with Accordent PresenterPRO, click Start (See Figure 7-5).

**Fig. 7-5**



To stop using the Accordent PowerPoint Add-In during a presentation, *click Stop* (See Figure 7-6).

**Fig. 7-6**



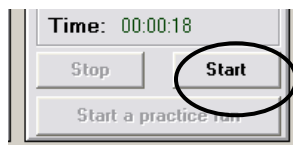
# 8

## 8. Launching A Presentation

### 8.1 Launching A Presentation

To launch a presentation, *click Start* on the right hand side of the Presentation Manager (See Figure 8-1).

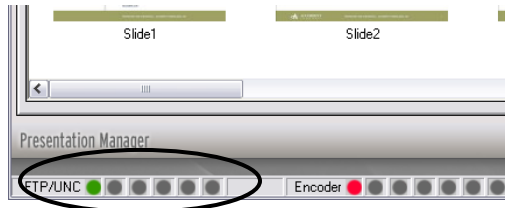
**Fig. 8-1**



Clicking “Start” will automatically connect the Presentation Manager to the FTP server designated in the Presentation Wizard. A proper connection to the FTP server will be indicated by a green light at the bottom-left of the Presentation Manager (See Figure 8-2). If multiple publishing points are being used, multiple green lights should appear.

Note: The encoder lights will turn green if the encoder connection is working. In the example picture below, the encoders are red and, consequently, the presenter can tell that encoder is not connected.

**Fig. 8-2**

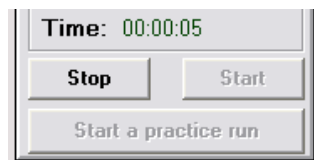


Note:

The Presentation Manager will not display “connected” if the presentation is being prepared for CD only, as a FTP connection is not required to publish the presentation.

As soon as **Start** is clicked, the timer will begin recording for the duration of the presentation and the “Event List” window will begin recording each event and the time at which it occurred (See Figures 8-3 and 8-4).

**Fig. 8-3**



**Fig. 8-4**



## 8.2 Controlling Presentation Events

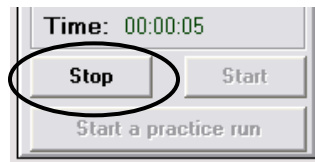
As discussed in Chapter 5, slides can be displayed in any order during the presentation by either *double-clicking* the desired slide or using the right/left arrow keys on the keyboard.

Similarly, URLs and interactive content can be displayed by *selecting* the desired URL/Interactive content and *clicking* **Push URL** or **Push Interactive**. Although it is suggested that URLs and interactive content be created before the presentation, the same processes can be used to create and display new content during the presentation.

## 8.3 Stopping A Presentation

At any time during or after a presentation, the presentation can be stopped by *clicking* Stop on the right-hand side of the Presentation Manager (See Figure 8-5).

Fig. 8-5



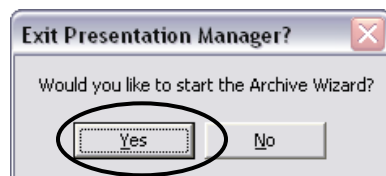
A prompt will ask you to confirm. To stop the presentation, *click* **OK** (See Figure 8-6).

Fig. 8-6



A prompt will ask if you want to open the Archive Wizard. *Click* **Yes** (See Figure 8-7).

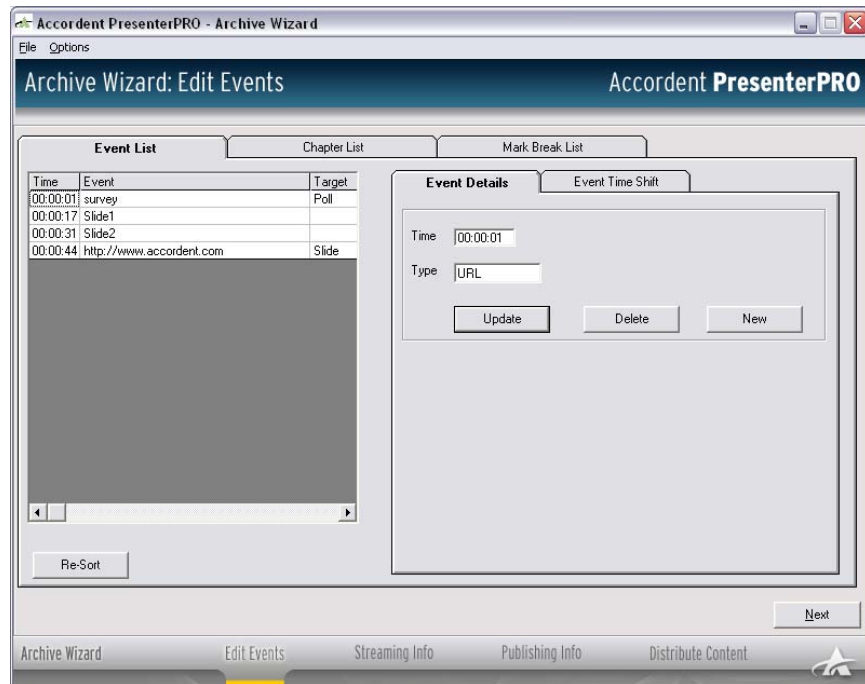
Fig. 8-7





A prompt will ask if you want to open the Archive Wizard. *Click Yes* (See Figure 8-7).

**Fig. 8-8**



---

## 9. Archiving A Presentation

### 9.1 Archive Wizard Overview

The Archive Wizard is used to edit the synchronization of PowerPoint slides and URLs before posting a presentation on demand or publishing the presentation to a CD. The Archive Wizard is also used to bind together the streaming and non-streaming media that comprise the presentation. The binding process is only necessary if:

- The presentation was distributed out-of-band, meaning the elements of the presentation were not previously bound together; or
- The presentation was distributed in-band, but the Archive Wizard was used to edit the presentation after it was initially created in the Presentation Manager.

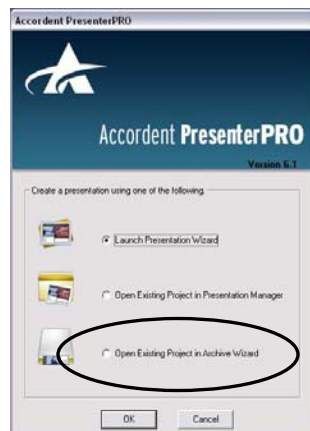
Note: If a presentation was previously distributed in-band and no editing is necessary, then it is not necessary to use the Archive Wizard. The completed presentation will be available in the specified project directory.

### 9.2 Accessing the Archive Wizard

The Archive Wizard can be launched by either:

- Stopping a presentation while using the Presentation Manager and clicking “Yes” to the prompt; or
- Opening the Accordent PresenterPRO Start Menu and selecting the “Archive Wizard” field (See Figure 9-1).

**Fig. 9-1**

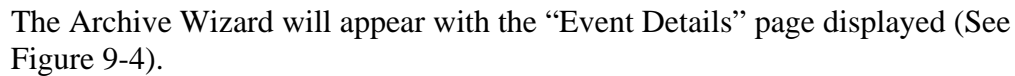


**Fig. 9-2**



To open a previously created presentation for editing and/or posting for on demand use, enter the file location in the “File Name” field and *click* **Open** (See Figure 9-3).

**Fig. 9-3**



**Fig. 9-4**



- Changing the time at which an individual piece of content is published
- Adding and deleting non-streaming content
- Shifting all non-streaming content by a uniform amount of time (e.g. all slides must be moved 30 seconds later to accommodate an added introduction).

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### 9.3.1 Editing Publish Times

On the left-hand side of the “Event Details” page is the “Event List” window that lists every slide and URL that was published during the presentation, as well as the time at which it was published.

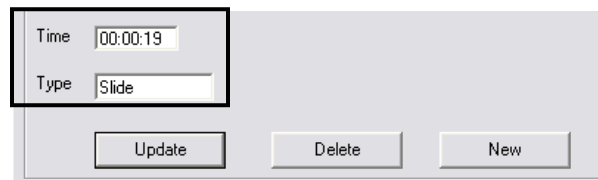
**Fig. 9-5**



Time	Event	Target
00:00:01	survey	Poll
00:00:17	Slide1	
00:00:31	Slide2	
00:00:44	http://www.accordent.com	Slide

To modify the publish time of non-streaming content (e.g. slides and URLs), first *highlight* the event in the “Event List” window. The publish time/type of content will be displayed in the “Time” and “Type” fields respectively (See Figure 9-6).

**Fig. 9-6**



Time: 00:00:19  
Type: Slide

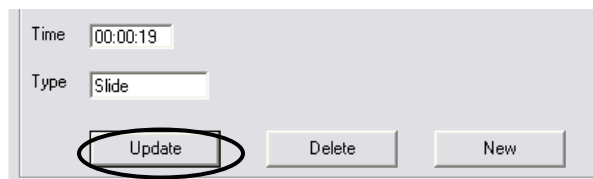
Update Delete New

**Note:**

Timing must always be input in the hh:mm:ss format.

To modify the publish time, *enter* the new publish time in the “Time” field and click **Update** (See Figure 9-7). The new publish time will be displayed in the “Event List” window.

**Fig. 9-7**



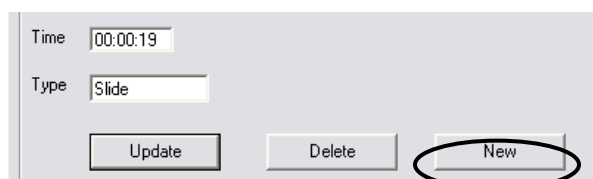
Time: 00:00:19  
Type: Slide

Update Delete New

### 9.3.2 Adding Slides & URLs

To add a slide or URL to a presentation, *click* **New** on the “Event Details” page (See Figure 9-8).

**Fig. 9-8**

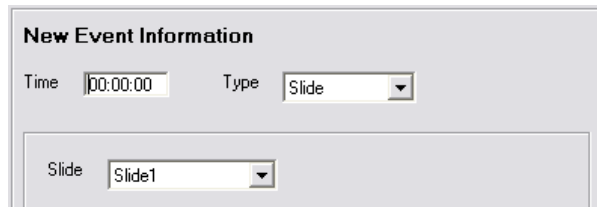


Time: 00:00:19  
Type: Slide

Update Delete New

The “New Event Information” fields will appear (See Figure 9-9).

**Fig. 9-9**

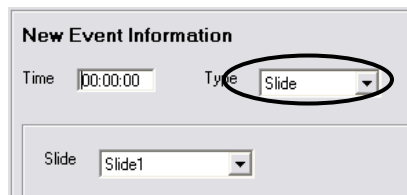


The figure shows a dialog box titled "New Event Information". It contains three fields: "Time" with a value of "00:00:00", "Type" with a dropdown menu set to "Slide", and "Slide" with a dropdown menu set to "Slide1".

In the “Time” field, *enter* the time at which the new content will be published.

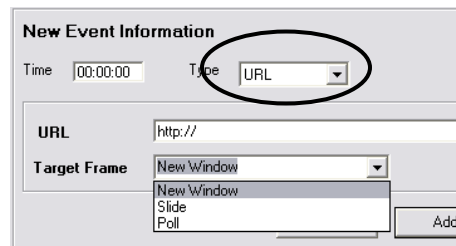
Once a time is entered, use the “Type” drop-down menu to *select* “Slide,” or “URL”, depending on the type of content that will be added. Depending on the type of content selected, either the “Slide” drop-down menu or a “URL” field will be displayed (See Figures 9-10 & 9-11).

**Fig. 9-10**



The figure shows the "New Event Information" dialog box. The "Type" dropdown menu is circled and set to "Slide". The "Slide" dropdown menu is set to "Slide1".

**Fig. 9-11**



The figure shows the "New Event Information" dialog box. The "Type" dropdown menu is circled and set to "URL". The "URL" field is set to "http://". The "Target Frame" dropdown menu is set to "New Window".

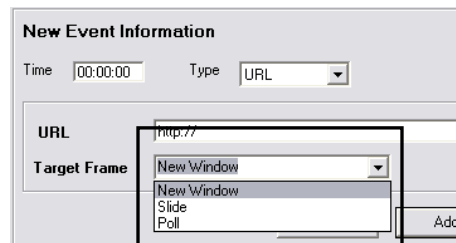
Use the “Slide” drop down menu to *select* a slide (See Figure 9-12). If a new URL is being added, *enter* the URL and use the “Target Frame” drop down menu to specify where in the interface the URL will be displayed (See Figure 9-13).

**Fig. 9-12**



The figure shows the "New Event Information" dialog box. The "Slide" dropdown menu is circled and set to "Slide1".

**Fig. 9-13**



The figure shows the "New Event Information" dialog box. The "URL" field is set to "http://". The "Target Frame" dropdown menu is circled and set to "New Window".

Once a slide is selected or a URL entered, *click* **Add** (See Figure 9-14).

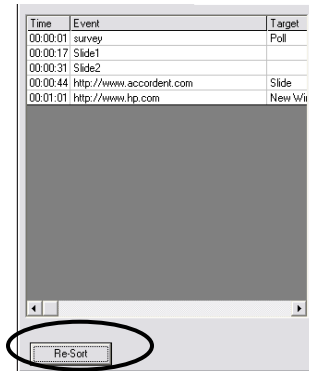
**Fig. 9-14**



The figure shows the "New Event Information" dialog box. The "Add" button is circled.

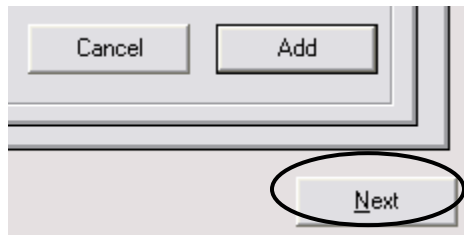
The new Slide or URL will appear in the “Event List” window. If the non-streaming content is not listed in chronological order after the edit, *click* **Re-Sort** (See Figure 9-15).

**Fig. 9-15**



If no more edits are desired, *click* **Next** (See Figure 9-16).

**Fig. 9-16**



### 9.3.3 Deleting Non-Streaming Content

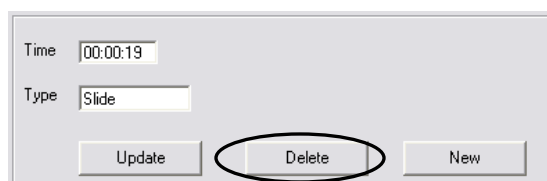
To delete a slide or URL, *highlight* the non-streaming media that will be deleted in the “Event List” window. The publish time and content type will appear in the “Time” and “Type” fields, respectively (See Figure 9-17).

**Fig. 9-17**



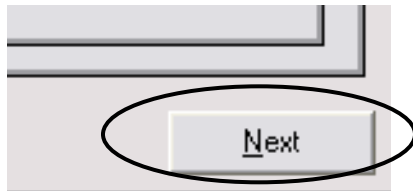
Once the highlighted content is displayed in the “Time” and “Type” fields, *click* **Delete** (See Figure 9-18).

**Fig. 9-18**



Repeat these steps to delete additional non-streaming content. If no more edits are desired, *click Next* (See Figure 9-19).

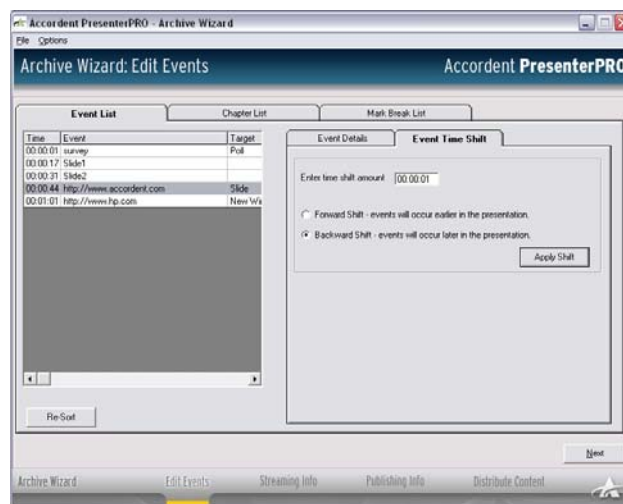
**Fig. 9-19**



### 9.3.4 Using The Event Time Shift To Edit Events

During the video editing process, content may be added to or deleted from the beginning of video. e.g. an introduction or streaming ad may be included. Adding or deleting content will have the effect of skewing the synchronization of non-streaming content by a uniform length of time. Non-streaming content can be re-synchronized with the streaming content by using the “Event Time Shift” page (See Figure 9-20).

**Fig. 9-20**



**Note:**

If edits are made to the middle of the video after the synchronization process, then each piece of content must be re-synchronized individually using the “Editing Publishing Times” feature.

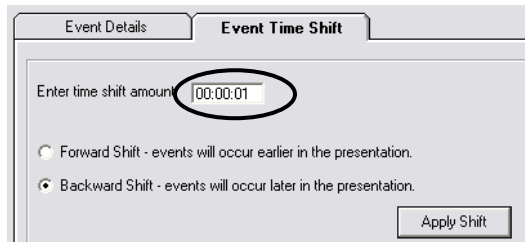
To access the “Event Time Shift” page, *click* the “Event Time Shift” tab (See Figure 9-21).

**Fig. 9-21**



In the “Enter Time Shift Amount” field, enter the amount of time that non-streaming content should be shifted (See Figure 9-22).

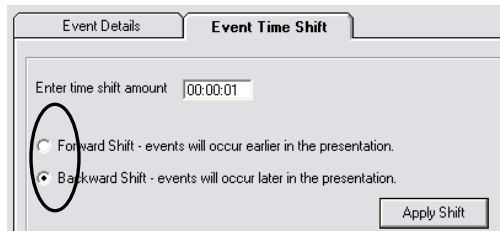
**Fig. 9-22**



Once a length of time has been entered, *highlight* either the “Forward Shift” or “Backward Shift” field (See Figure 9-23).

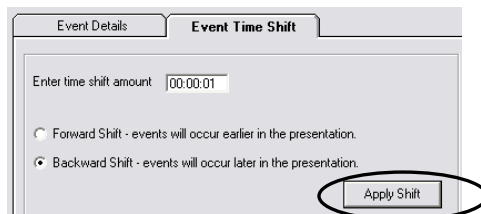
- If video content has been deleted from the beginning of the video, a forward shift should be used.
- If video content has been added to the beginning of the video, a backward shift should be used.

**Fig. 9-23**



Once the “Event Time Shift” and “Backward”/“Forward” fields have been completed, *click* **Apply Shift** (See Figure 9-24).

**Fig. 9-24**



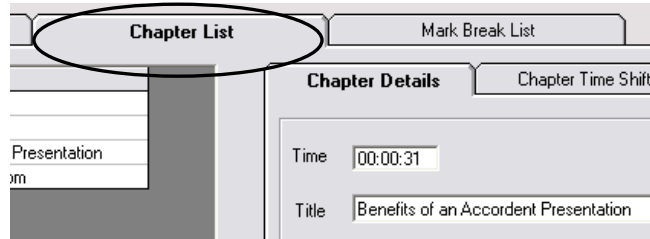
The time shift will be applied to all non-streaming content and displayed in the “Event List” window.

## 9.4 Editing Chapters

If chapters were created using the Presentation Manager, the chapters can be edited using the “Chapters List” screen in the Archive Wizard. To access the “Chapters List” screen, *click* the **Chapters List** tab (See Figure 9-25).



**Fig. 9-25**



On the left-hand side of the “Chapter List” screen is a list of all of the chapters that were created during the presentation. This list can be modified by editing existing chapters, adding chapters or deleting chapters.

#### **9.4.1 Editing Chapter Times & Titles**

To edit a chapter, highlight the chapter in the chapter list and enter the new time and/or title in the “Time” and “Title” fields, respectively, and *click Update* (See Figure 9-26).

**Fig. 9-26**



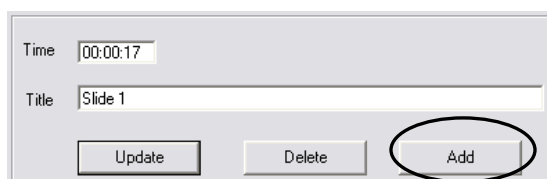
To delete a chapter, highlight the chapter in the chapter list and *click Delete* (See Figure 9-27).

**Fig. 9-27**



To add a chapter, enter the new chapter time and title in the “Time” and “Title” fields and *click Add* (See Figure 9-28).

**Fig. 9-28**

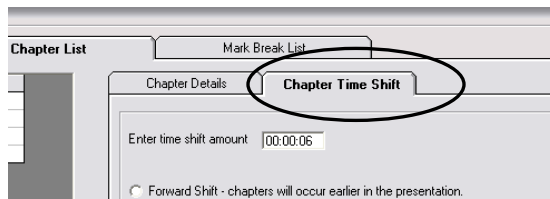


### 9.4.2 Using Chapter Event Time Shift To Edit Chapters

In addition to adding and deleting slides, the Archive Wizard also enables a content author to apply an event time shift – either a forwards or backwards shift to the chapters.

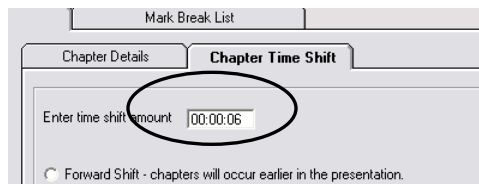
To access the chapter event shift feature, *click* **Chapter Time Shift** (See Figure 9-29).

**Fig. 9-29**



The “Chapter Time Shift” fields will appear. In the “Enter Time Shift Amount” field, enter the amount of time that non-streaming content should be shifted (See Figure 9-30).

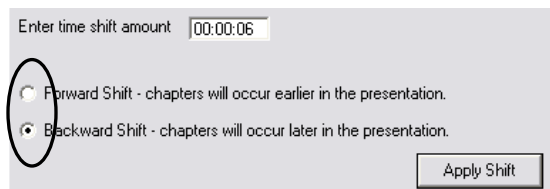
**Fig. 9-30**



Once a length of time has been entered, *highlight* either the “Forward Shift” or “Backward Shift” field (See Figure 9-31).

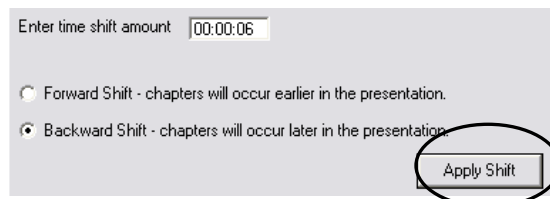
- If video content has been deleted from the beginning of the video, a forward shift should be used.
- If video content has been added to the beginning of the video, a backward shift should be used.

**Fig. 9-31**



*Click* **Apply Shift** (See Figure 9-32).

**Fig. 9-32**



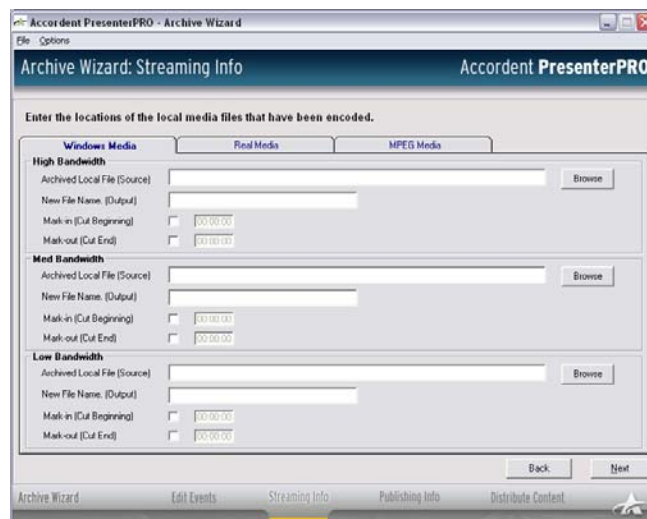
Once all edits have been completed, *click Next* (See Figure 9-33)

**Fig. 9-33**



The Media Locations page will appear (See Figure 9-34).

**Fig. 9-34**



## 9.5 Inputting Media Locations

The “Media Locations” page is used to publish the streaming media that has been encoded for Microsoft and Real platforms.

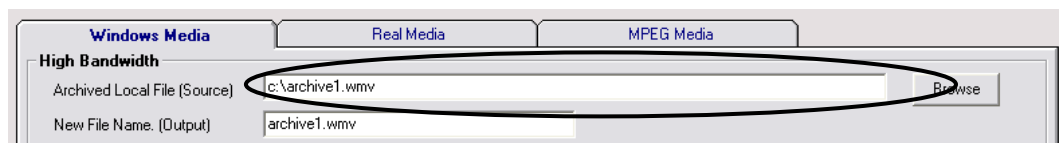
To choose a media type, *highlight* the appropriate tab at the top of the “Media Locations” page (See Figure 9-35).

**Fig. 9-35**



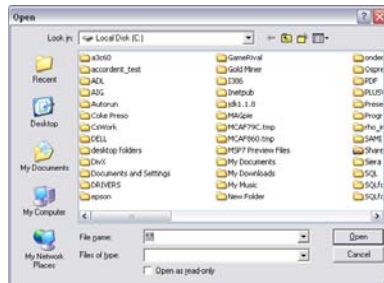
Enter the location of the local media file in the “High Bandwidth,” “Med Bandwidth” and/or “Low Bandwidth” fields (See Figure 9-36).

**Fig. 9-36**



To search for a local media file, *click* **Browse** and use the browse window to locate and open the local media file (See Figure 9-37).

**Fig. 9-37**



Once the location of the local media file has been selected for a format and connection speed, enter a new file name for the archived media (See Figure 9-38) and repeat for each desired format and connection speed.

**Fig. 9-38**



### 9.5.1 Cropping A Presentation

Before a presentation is posted on demand, the presenter may want to delete a portion of the content at the beginning or end of the presentation (e.g. the speaker was not yet ready, the first few minutes were used to test the encoder, etc.)

The Mark In and Mark Out features enable a presenter to edit the presentation by deleting the unwanted content at the beginning (“Mark In”) and end of a presentation “Mark Out”) by marking points in the presentation that will become the new start and end time for the presentation.

To Mark In a presentation, first *select Mark In* (See Figure 9-39).

**Fig. 9-39**



Mark-in (Cut Beginning)	<input checked="" type="checkbox"/>	00:00:06
Mark-out (Cut End)	<input checked="" type="checkbox"/>	00:10:15

As soon as Mark In is selected, the Mark In time field will become active. Enter the amount of time that should be edited from the beginning of the media file in the Mark In time field (See Figure 9-40).

**Fig. 9-40**



Mark-in (Cut Beginning)	<input checked="" type="checkbox"/>	00:00:06
Mark-out (Cut End)	<input checked="" type="checkbox"/>	00:10:15

Beneath the “Mark In” fields are the “Mark Out” fields. Use these fields in the same way to remove content from the end of a media file (See Figure 9-41).

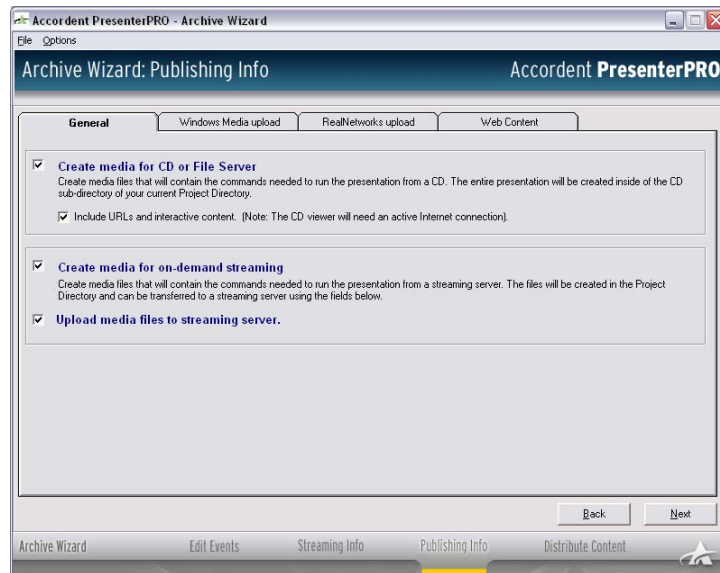
**Fig. 9-41**



Mark-in (Cut Beginning)	<input checked="" type="checkbox"/>	00:00:06
Mark-out (Cut End)	<input checked="" type="checkbox"/>	00:10:15

After completing “Streaming Info” page, *click Next*. The Create Media and Publish page will appear (See Figure 9-42).

**Fig. 9-42**



## 9.6 Creating & Publishing Archived Media

The Create and Publish Media page is used to embed the synchronization events in the new media file(s) and to prepare the completed presentations for on demand distribution or publication to a CD ROM or file server.

### 9.6.1 Publication to CD or File Server

Select the “CD or File Server” field (See Figure 9-43).

**Fig. 9-43**



#### Note:

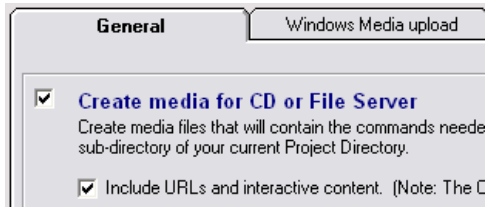
If CD is selected, Accordent PresenterPRO will create a presentation file that will be located in the CD sub-directory in the Project Directory.

Content such as URLs and interactive elements, require an Internet connection to be viewed by the audience. Consequently, Accordent PresenterPRO enables the presenter to determine whether or not they want to include or exclude Internet-dependent content in a version of the presentation that is being published to CD and/or a file server.

To include Internet-dependent content in a presentation being published to CD and/or a file server, *highlight Include URLs* (See Figure 9-44); otherwise, Accordent PresenterPRO will extract all Internet-dependent synchronized content

and the audience will be able to view the presentation without an Internet connection.

**Fig. 9-44**



If the presentation is to be published to a CD or file server only, *click Next* (See Figure 9-45). Otherwise, continue to **Creating & Publishing For On Demand Use** (See Section 9.6.2, below).

**Fig. 9-45**

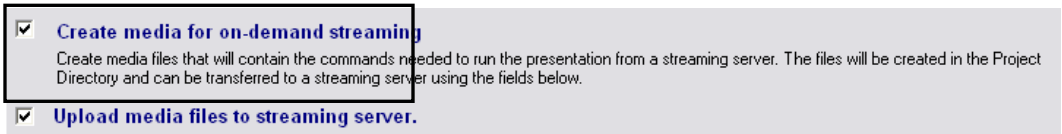


## 9.6.2 Creating & Publishing Media For On Demand Use

In addition to publishing to a CD and file server, the Archive Wizard also can be used to prepare a presentation for on demand viewing.

To create the media files that will contain the commands required to run the presentation from a streaming server, *highlight Create Media* (See Figure 9-46).

**Fig. 9-46**



*Highlighting “Create Media”* will generate media files that will reside in the project directory. These files can be left in the project directory or they can be published to a streaming media server automatically through Accordent PresenterPRO. If you would like to leave these files in the Project Directory and publish them at a later time, *click Next* and proceed to Section 9.7.

To upload the media files immediately using Accordent PresenterPRO, *highlight Upload Media* (See Figure 9-47).

**Fig. 9-47**

☒ **Create media for on-demand streaming**  
Create media files that will contain the commands needed to run the presentation from a streaming server. The files will be created in the Project Directory and can be transferred to a streaming server using the fields below.

☒ **Upload media files to streaming server.**

If you have chosen to upload the presentation for on demand viewing, complete the upload information for the specific streaming and web content that has been incorporated into the presentation.

### 9.6.3 Streaming Media Upload Information

Your archived presentation will be created using RealNetworks and/or Microsoft streaming media files. The upload fields for either media format are identical and the instructions provided below should be used regardless of the format(s) used.

To access the Upload Information page, click on the Tab for the relevant media format (See Figure 9-48).

**Fig. 9-48**

General Windows Media upload **RealNetworks upload** Web Content

RealNetworks URL link to the on demand video server directory. Option URL parameters

rtsp:// example.rm

At the top of the Upload Information screen is the “URL Link” field, used to enter the link that the viewer would click to watch the on demand video that is being incorporated into the presentation.

Note:

Audience members will not click on this link directly; rather, Accordent PresenterPRO will use this link to call the video once the presentation interface is launched.

To specify the on demand media links that will be incorporated into the presentation, *enter* the links into the Microsoft and/or RealNetworks fields as applicable (See Figure 9-49).

**Fig. 9-49**

General Windows Media upload **RealNetworks upload** Web Content

RealNetworks URL link to the on demand video server directory. Option URL parameters

rtsp:// example.rm

To the right of the “URL Link” field is the “Option URL” field, which can be used to apply special URL parameters to organize and track specific media files.



Optional URL parameters can be applied to the links by entering those parameters in the “Optional URL Parameters” field (See Figure 9-50).

**Fig. 9-50**

The screenshot shows a software interface with four tabs: 'General', 'Windows Media upload', 'RealNetworks upload', and 'Web Content'. The 'RealNetworks upload' tab is active. It contains two text input fields. The first field, labeled 'RealNetworks URL link to the on demand video server directory', contains the text 'rtsp://'. The second field, labeled 'Option URL parameters', is circled with a black oval and contains the text 'sample.rm'.

After completing the URL fields, next *select* either **FTP** or **UNC** depending on how the streaming media content will be transferred to the streaming server(s) (See Figure 9-51).

**Fig. 9-51**

The screenshot shows a dialog box with the title 'Please select the type of transfer to use.' There are three radio buttons: 'FTP' (which is selected), 'UNC or Mapped Drive', and 'Secure FTP'.

### **FTP/SFTP Transfer Information**

After selecting FTP/SFTP, the “FTP/SFTP Settings” fields will appear (See Figure 9-52, next page).

**Fig. 9-52**

The screenshot shows a dialog box titled 'Please select the type of transfer to use.' with three radio buttons: 'FTP' (selected), 'UNC or Mapped Drive', and 'Secure FTP'. Below the radio buttons is a section titled 'FTP Settings' with the instruction 'Please enter the FTP account information that will be used to publish your presentation to the web directory entered above.' There are five text input fields: 'FTP Server IP', 'User', 'Password', 'Sub Directory', and 'Port' (which has '21' entered and '(Default is 21)' in parentheses). A 'Test FTP Connection' button is located at the bottom right.

The FTP/SFTP Settings fields should be completed, as follows:

#### ***“FTP/SFTP Server IP” Field:***

*Enter* the IP address for the FTP/SFTP Server that will be used to publish the presentation (See Figure 9-53).

**Fig. 9-53**

The screenshot shows a single text input field with the label 'FTP Server IP' to its left.

#### ***“User” Field:***

*Enter* the User ID for the FTP Server (See Figure 9-54).

**Fig. 9-54**

A light gray rectangular box with the word "User" in bold black text on the left and a white text input field on the right.

***“Password” Field:***

Enter the password for the FTP Server (See Figure 9-55).

**Fig. 9-55**

A light gray rectangular box with the word "Password" in bold black text on the left and a white text input field on the right.

***“Sub Directory” Field:***

The “Sub Directory” field gives the developer the option of putting a presentation in a FTP directory by *entering* the directory in the “Sub Directory” field (See Figure 9-56).

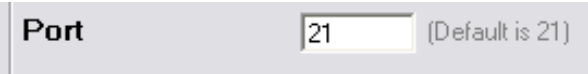
**Fig. 9-56**

A light gray rectangular box with the words "Sub Directory" in bold black text on the left and a white text input field on the right.

***“Port” Field:***

The Port field enables the presenter to transfer data through a port. The default setting for the “Port” field is 21. To provide a port number, *enter* the port number in the “Port” field (See Figure 9-57).

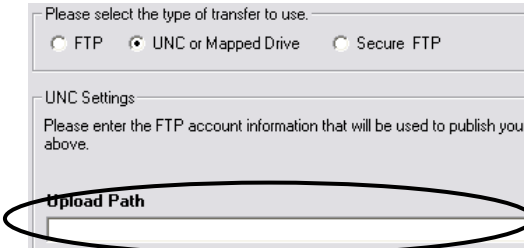
**Fig. 9-57**

A light gray rectangular box with the word "Port" in bold black text on the left, a white text input field containing the number "21", and the text "(Default is 21)" to the right of the input field.

**Completing The UNC Fields**

If UNC is the selected upload type, it is necessary to complete the Upload Path. To create a UNC upload path, enter the UNC path in the Upload Path field (See Figure 9-58).

**Fig. 9-58**

A screenshot of a dialog box titled "Please select the type of transfer to use." It has three radio buttons: "FTP", "UNC or Mapped Drive" (which is selected), and "Secure FTP". Below this is a section titled "UNC Settings" with the text "Please enter the FTP account information that will be used to publish your above." and a label "Upload Path" above a white text input field. The input field is circled in black.

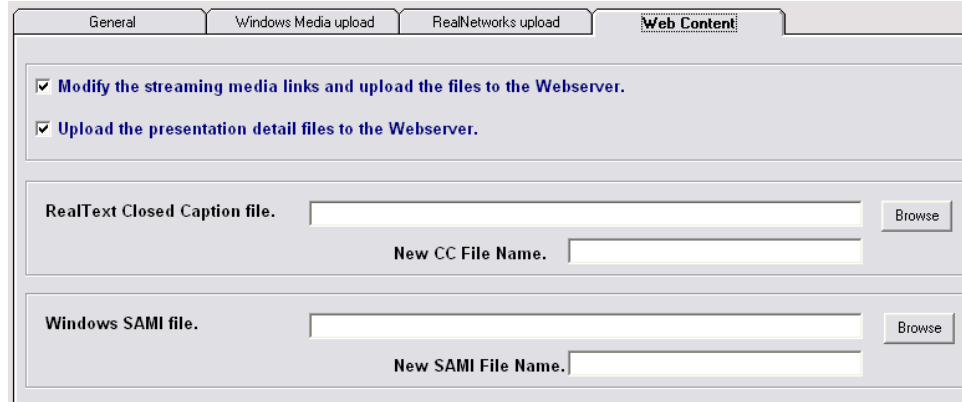
**Note:**

UNC names consist of three parts: a server name, a share name and an optional file path that are combined using backslashes as follows:

`\\server\share\file_path`

After completing the “Media Upload” screen(s), *click* the “Web Content” tab. The “Web Content” screen will appear (See Figure 9-59).

**Fig. 9-59**




#### 9.6.4 Completing the Web Content Page

The Web Content page is used to:

- Automatically modify the streaming media links that are posted to the web server to link to the archived on demand media files
- Automatically upload the presentation detail files to the web server
- Upload an archived RealNetworks closed caption file (.rt) to the web server.

To automatically modify the streaming media links and upload the modified links to the web server, *highlight* **Modify Links** (See Figure 9-60).

**Fig. 9-60**



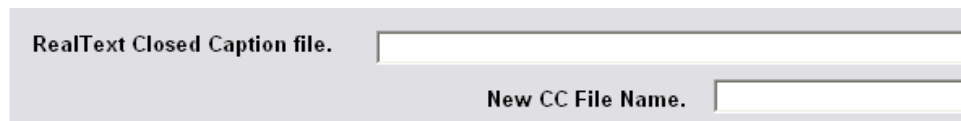
To automatically upload the presentation details to the web server, *highlight* **Upload Presentation Detail Files** (See Figure 9-61).

**Fig. 9-61**



To upload an archived RealText closed caption file, *enter* the file location in the “RealText Closed Caption” field (See Figure 9-62).

**Fig. 9-62**

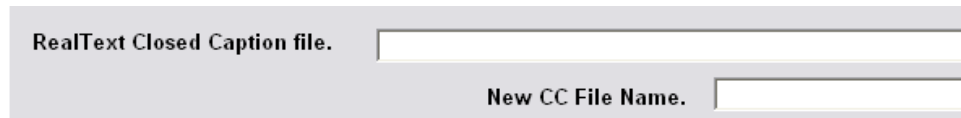


RealText Closed Caption file.

New CC File Name.

If you would like to assign a new name to the archived RealText closed caption file, enter the new name in the “New CC File Name” field (See Figure 9-63).

**Fig. 9-63**



RealText Closed Caption file.

New CC File Name.

To upload an archived SAMI closed caption file, *enter* the file location in the “Windows SAMI” field (See Figure 9-64).

**Fig. 9-64**



Windows SAMI file.

New SAMI File Name.

If you would like to assign a new name to the archived SAMI closed caption file, enter the new name in the “New SAMI File Name” field (See Figure 9-65).

**Fig. 9-65**

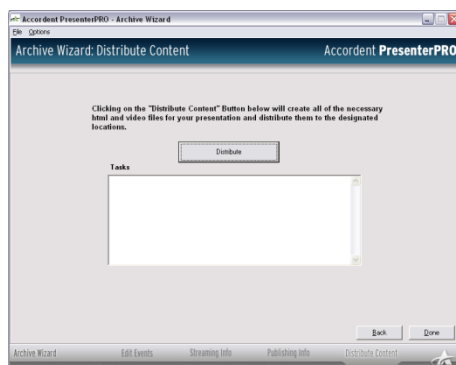


Windows SAMI file.

New SAMI File Name.

After completing the “Web Content” screen, *click Next*. Immediately after clicking Next, the Distribute Content page will appear (See Figure 9-66).

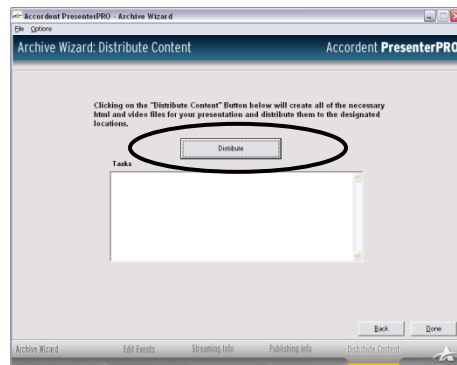
**Fig. 9-66**



## 9.7 Distributing A Presentation

The final step in the presentation creation process is the binding of the media assets into a presentation and the publishing of the presentation to the project directory, a file server, and/or a streaming server. To merge and distribute the presentation, *click **Distribute*** (See Figure 9-65).

**Fig. 9-65**



Once Accordent PresenterPRO has completed distributing the content, preview buttons will appear at the base of the Archive Wizard (See Figure 9-66).

**Fig. 9-66**



The preview buttons enable the user to preview the CD and/or On Demand versions of the presentation that was just created and published. If it was not created, the preview button for that type of presentation will not appear.

After previewing the presentation or after skipping the preview option, *click **Done***.

**Fig. 9-67**



